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ABSTRACT

This guide was designed for use by high school seniors in the state of Kansas who are planning their futures. It consists of a set of forms and worksheets for students to complete and various resource pages. A section on choices and decisions focuses on career sources, graduation requirements, and the General Education Development program. A section on employment contains resources to help students apply for a job, write a letter of application, record personal data, and write a resume. Job interview tips are included. There is a section for students considering enlisting in the military. A section on colleges discusses applying for admission and provides a list of Kansas four-year colleges. Other educational opportunities, including vocational programs, vocational technical schools, and two year colleges in Kansas are considered in the next section. Other sections look at various forms of financial aid and testing programs for the 1989-1990 academic year. A glossary and calendar are included. (NB)

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A Step Beyond. . .

A Senior Guide for Post-Secondary Planning

ED317898

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Wichita Public Schools — USD #259
Wichita, Kansas

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A Step Beyond. . .

A Senior Guide for Post-Secondary Planning

1989-1990

Department of Guidance and Counseling Services
Wichita Public Schools
217 North Water, Wichita, Kansas 67202

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Project Consultants:

Dr. Joyce Mead
Coordinator Guidance and Counseling Services

Jeanne Belew
Wichita High School Heights

Kenneth Gabrielson
Wichita High School Heights

Sharon Hartsel
Wichita High School North

Merle Johnson
Wichita High School Northwest

Ranelle Lang
Wichita Area Vocational Technical School

George Moore
Wichita High School South

George Shaver
Wichita High School West

Sandra Whittington
Wichita High School East

Technical Consultant:

Shirley Gabrielson
Wichita High School South

The schools, businesses and agencies listed in this document are but a partial listing of resources available. Inclusion in this document is not to be considered as an endorsement by the Wichita Public Schools or staff members. Students and parents are encouraged to explore all options fully before making decisions.

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WICHITA
PUBLIC SCHOOLS

Office of the Superintendent

Dear Senior:

Now you are beginning one of the most important years in your life; you are a senior in high school. Like your previous school years, this one is important; but, since it is your final year, planning for the future is essential. It is the purpose of this guide to assist you with that planning.

You have been an important part of the school system. The entire staff of Unified School District 259 sincerely wants you to have the brightest future possible. To do so will require that you make choices wisely and carefully.

Use this guide to assist you in planning thoughtfully for your future.

Stuart Berger

Stuart Berger
Superintendent of Schools

Administrative Center • **217 North Water** • **Wichita, Kansas 67202**

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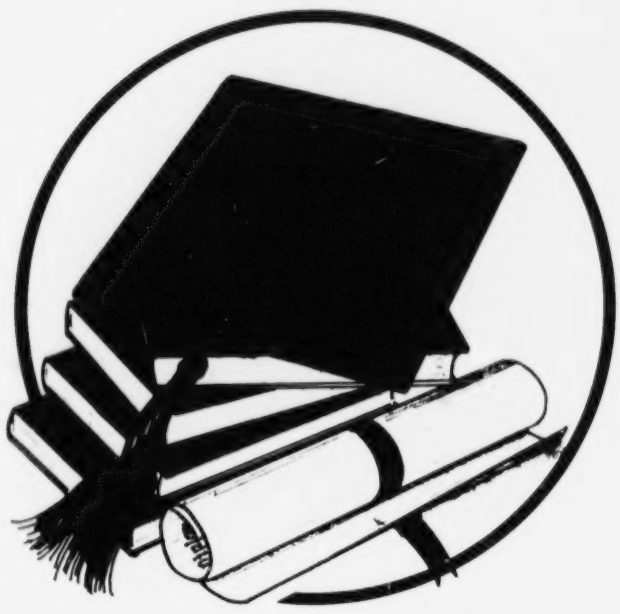
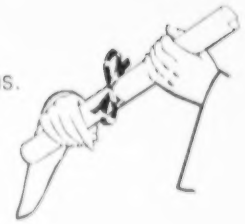
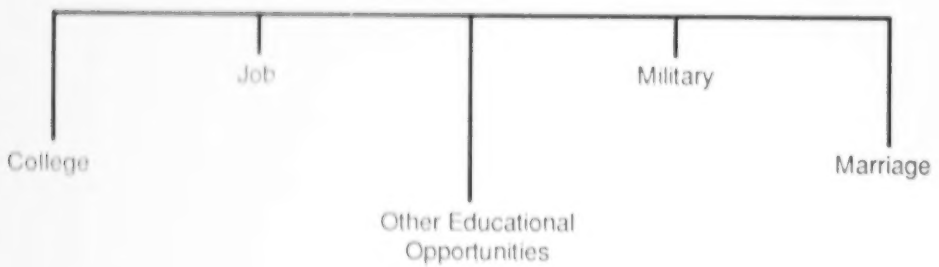
Choices and Decisions



Choices and Decisions

As the senior year begins, each individual faces many choices and decisions.





Use of this senior booklet is intended to assist people in making wise choices and decisions that will alter the course of their lives.

Personal Inventory

As career choices and educational opportunities are selected, students need to consider the following questions about themselves: (check your choice in each category)

My present career goal is:

_____college
_____work
_____other educational opportunities
_____military
_____other

How many years am I willing to spend to reach my goal?

_____2 years
_____4 years
_____6 years
_____8 to 10 years

If I do not plan to stay at home, how far away do I plan to go?

_____2-4 hour drive
_____6-8 hour drive
_____plane trip (east or west coast)

What size college or school do I prefer?

_____1,000 to 2,000
_____5,000 to 8,000
_____over 10,000

What is the total amount of money I expect to spend each year for my post high school education or other training?

_____under $1,000
_____$2,000 to $4,000
_____$5,000 to $8,000
_____over $10,000

Will I need to apply for financial assistance for either college or other training?

_____yes
_____no

Do I plan to apply for scholarships?

_____academic
_____athletic
_____need based
_____other

Self Profile

Each person possesses a number of values, abilities, interests, skills and talents which will contribute to success in whatever field of work is selected. By giving some thought to the following questions, individuals will again be given direction in the selection of a career and future educational opportunities.

What are your values?

_____
_____
_____
_____

What are your interests?

_____
_____
_____
_____

What are your abilities and aptitudes?

_____
_____
_____
_____

What are your special talents or skills?

_____
_____
_____
_____

How do you get along with others?

_____
_____
_____
_____

What job experiences do you have?

_____
_____
_____
_____

If you need help in learning your interests, the high school Guidance Center has a variety of interest inventories available. Contact the senior counselor for help.

Occupational Clusters

Today's world offers thousands of occupations. To assist seniors in reducing these large numbers to a workable form, occupation clusters have been developed by the U. S. Office of Education. Each cluster includes jobs at all educational levels and some occupations will appear in more than one cluster. Exploration of several clusters will be useful.

Agri-business and Natural Resources — Research, Forestry, Land and Water Management, Fisheries and Wildlife, Mining and Quarrying, Petroleum and Related Products, Productive Agriculture.

Business and Office — Accounting, Computers, Secretarial Science, Management, Personnel, Finance, Insurance, Real Estate, Office Occupations

Communications and Media — Journalism, Motion Pictures, Telephone and Telegraph, Radio and Television Broadcasting, Satellite and Laser Transmission.

Construction — Structural Work Occupations, Equipment Operators, Engineering and Support Occupations.

Consumer and Homemaking Education — Food Specialist, Housing and Household Equipment Specialist, Textiles and Clothing Specialist, Family Economics and Home Management, Family Relations and Child Development, Extension Services.

Environment — Pollution Prevention and Control, Disease Prevention, Environment Planning, Resource Control.

Fine Arts and Humanities — Visual Arts, Writing, Performing Arts, Architecture, Religion and Theology, Language and Linguistics, History and Museums.

Health — Mental Health and Mental Health Services, Medical and Biological Science Services and Professions, Dentistry and Related Services, General Hospital and Medical Office-Related Occupation, Medical Emergency Services, Administration of Health Services, Personal and Community Health Services, Pharmaceutical Science.

Hospitality and Recreation — Commercial and Non-commercial Travel Bureaus and Agencies, Transportation, Public, Industrial and Private Recreation.

Manufacturing — Management, Science, Engineering, Machine Trade Occupations, Processing Occupations.

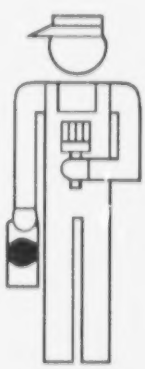
Marine Science — Research Chemical and Mineral Extractions, Off-shore Drilling, Fishing, Aquaculture, Marine Engineering and Technology.

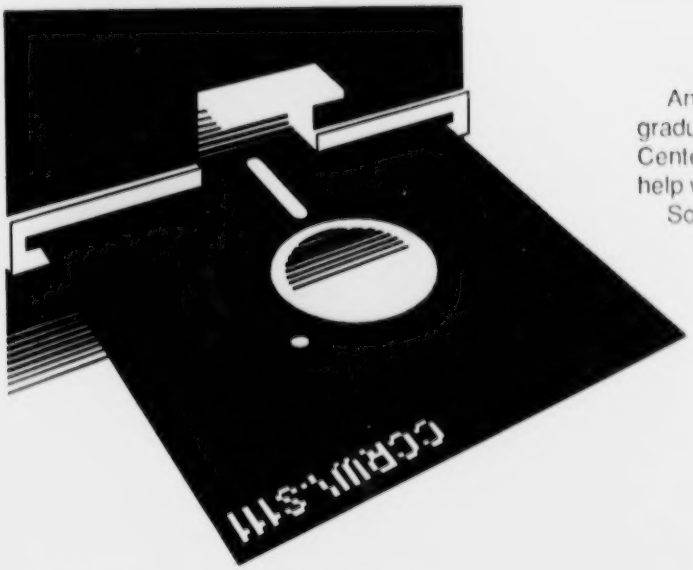
Marketing and Distribution — Marketing Management, Marketing Research and Analysis, Purchasing, Selling, Physical Distribution.

Personal Services — Domestic Service, Lodging and Domestic Service Occupations, Barbering, Cosmetology and Related Services, Drycleaning, Laundry and Apparel Services, Stewards, Attendants, Hosts, Miscellaneous Personal services, Domestic Animal Care, Food and Beverage Preparation.

Public Services — Administration and Regulatory Services, Urban Development, Education, Protective Services, Post Office, Public Utilities, Public Health, Labor Affairs, Public Transportation, Social Services, Rehabilitation and Correction, Parks and Recreation.

Transportation — Highway Transport, Rail Transport, Air Transport, Pipeline Transport, Water Transport.





Career Sources

Anyone who is undecided about what to do after graduation will find that the high school Guidance Centers have many excellent sources of information to help with the exploration of interesting career areas.

Some of the sources are listed below.

Guidance Information System.

The Guidance Information System (GIS) is a database of facts about colleges, professional schools, occupations, military careers, and scholarships. It contains accurate and up-to-date information on more than 1,000 occupations, more than 3,000 colleges and universities, and millions of dollars worth of financial aid. With the help of the GIS program people can obtain information on which to base occupational and educational choices.

Other sources:

Occupational Outlook Handbooks
Career Occupational Preference System
Occupational Guidance (Finney Company)
Chronicle Index
Chronicle Guidance Series
Vocational Biographies (Series N, O, P, Q, R, S)
Career Finder (Computer Program)
Miscellaneous magazines, pamphlets, and articles too numerous to mention

Will You Be Ready?

Graduation Requirements - Class of 1990

English and Language Arts			4 units
Social Studies			3
	US History	1 unit	
	Government	.5	
	World Studies	.5	
	Elective	1	
Science			2
Math			2
Physical Education			1
Electives			10
Total			22 units

A high school education should be an individualized plan which matches career goals.

College Preparatory Classes (Recommended by the Kansas Board of Regents):

English (Composition and Grammar)			4 units
Social Studies			3
	US History	1 unit	
	Government	.5	
	Economics	.5	
	Elective	1	
Science			3
	Biology		
	Chemistry		
	Physics		
	Elective		
Math			3
	Algebra 1	1 unit	
	Algebra 2	1	
	Geometry	.5	
	Trigonometry	.5	
Foreign Language			2
	2 years of same language		

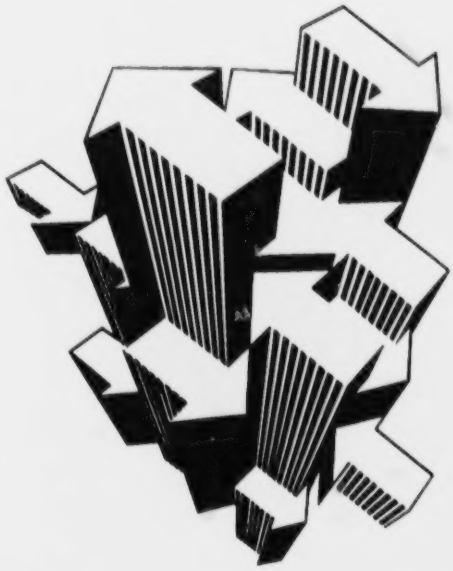
Note: Out-of-state colleges may have additional requirements that differ considerably. Send for the college catalogs of the schools being considered to determine specific requirements.

Early Graduation

Some seniors wish to graduate at the end of the first semester. They should follow this procedure:

Check to be sure that all graduation requirements will have been met by mid-term.
Inform the registrar in August during enrollment of the intention to graduate early.
Fill out the early graduation form and return it to the registrar in August.
No diploma will be issued before the May graduation ceremony.

What if??????



What if a senior realizes that for one reason or another the regular high school curriculum cannot be completed?

General Education Development (GED)

The GED program enables people to earn high school equivalency diplomas by passing the GED tests. In order to take the GED, all the following criteria must be met:

16 years of age
base school principal's signature on GED form
senior's class must have graduated.

For more information, contact Dunbar Adult Center, 923 North Cleveland, 833-3157.

Job Corps

If a student is 16 to 21 years of age and is no longer attending school, Job Corps may be an option. Job Corps is a residential program that offers job training, basic education, and an opportunity to develop social skills and work habits needed to hold a full-time job.

For more information contact Marti Fry, Kansas Department of Human Resources, 266-8600.

Levels of Training

Level	Description	Approximate Length of Training	Cedit Transfer
On-the-job training (OJT)	Specific skill training offered by employer to employee	Varies with job Generally less than 6 months	
Certificate (Voca-tional Technical)	Program designed to prepare students for entry level occupations. Training emphasizes the applied and practical aspects of the job. Supplement with minimal theoretical course work.	1-2 years	Some credits may be transferable to degree-granting institutions
Associate degree (Voc-Tech & College)	This degree is offered by community and junior colleges and some 4-year colleges. Some of the programs are directly related to occupations, other associate degree programs are designed to provide transfer credits to 4-year programs. (Associate of Arts:AA, Associate in Applied Science:AAS, and Associate in Occupational Studies:AOS)	2 years	Some credits transferable
Appren-ticeship	These registered programs in the skilled trades include practical and theoretical training. The apprentice is paid a percentage of journeyman's wages during training. Theoretical work may be done in college.	2-5 years	Credits earned in college work may be transferable
Bachelor's degree	Academic program designed to provide skills for entry level occupations in a wide variety of professional and technical occupations. (Bachelor of Arts:BA, Bachelor of Science:BS, Bachelor of Fine Arts: BFA, Bachelor of Technology:BT, Bachelor of Music:BM)	4 years	Inter-institution transfer of credits generally possible
Master's degree	Academic program with more specific and intensive training for employment in entry level and advanced employment level occupations. (Master of Arts:MA, Master of Science:MS, Master of Social Work:MSW, Master of Business Administration,MBA, Master of Fine Arts:MFA, Master of Engineering:ME)	1-2 years full time post-Bachelor	Inter-institution transfer of some credits possible
Doctorate	Academic and research-based training geared to employment in upper-level management, research, professional occupations. (Doctor of Philosophy:PhD)	3-4 years post-Master's	Inter-institution transfer of some credits possible
First profession	Training for professions such as Medicine, Dentistry, Veterinary Medicine, Theology, Law, etc.(Doctor of Osteopathy:DO, Doctor of Medicine:MD, Doctor of Dental Surgery:DDS; Doctor of Veterinary Medicine:DVM, Doctor of Theology:, Doctor of Divinity:DD, Doctor of Law:LLD, JD, Bachelor of Law:LLB)	3-4 years post-basic training	Selected number of credits transferable from one program to another

Notes. . .

A Step Beyond. . .

Employment

Employment

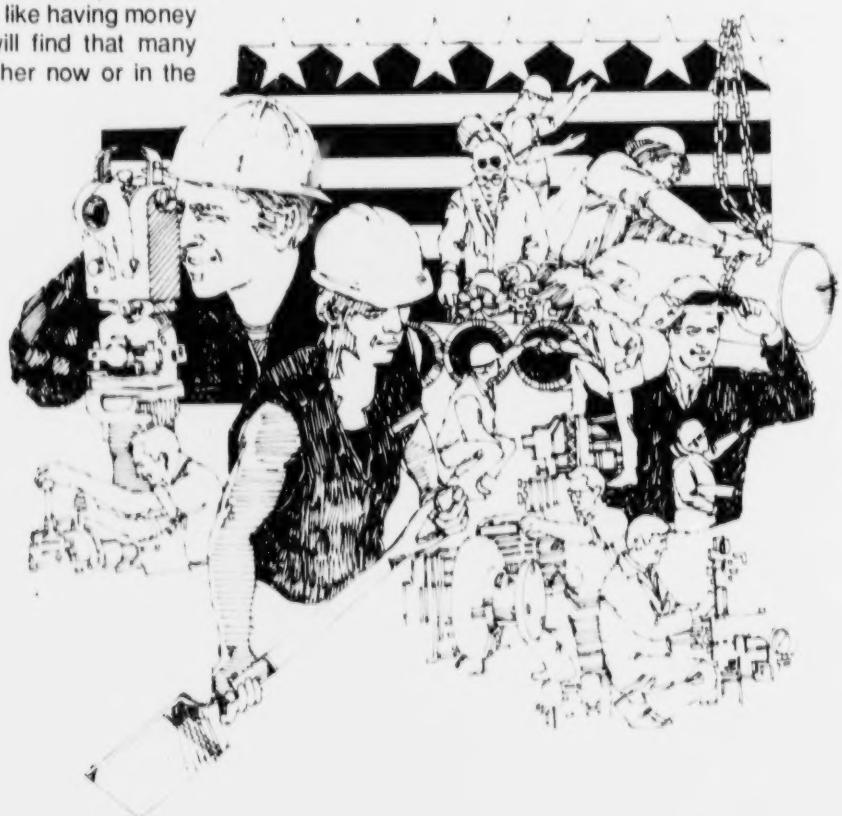
Passage from school to work is one of the most critical periods in life. It is a time of taking on new roles and making decisions which may begin charting the course of the future.

People work for many reasons:

to gain financial independence
to provide for immediate needs, education, housing, car, food, clothing
to provide an outlet for personal energy
to provide personal satisfaction in an individual's life
to provide an opportunity for social interaction
to invest in the future.

Many individuals consider entering the full-time workforce after completing high school. What kinds of jobs are available? A word of caution should be heard. The majority of Wichita employers do not hire individuals without special training or job skills. They require a skilled labor force. Most high school students are going to find that they will need to continue their education or training if they are going to succeed in the labor market. Gaining job skills, whether through on-the-job training, work experience, apprenticeships, or special training, is like having money in the bank. People without skills will find that many opportunities will not be available either now or in the future.

Regardless of whether students choose to enter the workforce full time or part time while pursuing other education or training, some specific processes can make the entry/search more effective and productive. Only through their own efforts will they be successful. What follows is information that may be helpful in this attempt.



Obtaining a Job

Getting a job takes planning, time, and just plain hard work. Few people get lucky and find jobs quickly.

Use a variety of sources in developing a list of employers to contact. The school's Career Center, telephone book Yellow Pages, newspaper advertisements, unions, employment agencies, and leads from friends and family are all ways to discover possible job opportunities.

How Jobs are Found

5% are from the newspaper

11% are secured by private and temporary employment agencies

17% are secured through public employment agencies, Job Service Center

23% are secured by applying to unions and civil service positions

20% are secured by applying directly to selected companies

24% are secured through leads furnished by friends, relatives and neighbors

Applying for Jobs

Once a list of potential employers, or leads, has been determined, certain steps must be taken:

First Step: Go directly to the employer or write a letter of application. It may be necessary to check with the business to determine the proper way to proceed.

Second Step: Fill out a job application or submit a personal resume. The applicant hopes that this will result in a job interview.

Third Step: Have the job interview.

Fourth Step: Write a follow-up letter to the employer.

Fifth Step: Continue to follow up or check back. Further contact with the potential employer may be necessary.

The process of finding a job may be a lengthy and time-consuming process. Using this process and improving techniques will eventually lead to success.

Elements to be Included in Letter of Application

Your address
City and State
Date of Writing

(Inside Address)

Dear Mr. Blank:

First Paragraph — Tell why you are writing, name the position for which you are applying, and tell how you heard of the opening.

Your opening paragraph should arouse interest on the part of the reader.

Second Paragraph — State why you are interested in working for this employer and specify your interests in this type of work. If you have had experience, be sure to point out what particular achievements you have accomplished in this field or type of work.

Third Paragraph — Refer to the attached personal data sheet or card which gives a summary of your qualifications as well as a photograph or to whatever media you are using to illustrate your training, interest, and experience.

Your middle paragraphs should create desire. Give details of your background that will show the reader why you should be considered as a candidate. Be specific; don't make the reader guess what you are referring to.

Fourth Paragraph — Have an appropriate closing to pave the way for the interview by asking for an application blank, by giving your phone number, or by offering some similar suggestion asking for an immediate and favored reply. In your closing paragraph, ask for action. A positive request is more difficult to ignore than a vague hope.

Very truly yours,

YOUR SIGNATURE
Your Name (Typed)

Enclosure

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Personal Data

Having the following information with you when an application form is being completed will make the task quicker and more complete. Having the information recorded ahead of time will show that you are prepared and organized.

PERSONAL DATA

NAME _____ (First / Last / MI)

SOCIAL SECURITY NUMBER _____

EDUCATION

_____ / / - / / (School / Dates Attended)

_____ (Address)

_____ / / - / / (School / Dates Attended)

_____ (Address)

SPECIAL AWARDS, ACTIVITIES, SKILLS _____

_____

WORK EXPERIENCE (ALSO VOLUNTEER WORK)

_____ / / - / / (Company / Dates Employed)

_____ (Address / Phone)

_____ (Work Performed / Supervisor)

_____ / / - / / (Company / Dates Employed)

_____ (Address / Phone)

_____ (Work Performed / Supervisor)

_____ / / - / / (Company / Dates Employed)

_____ (Address / Phone)

_____ (Work Performed / Supervisor)

REFERENCES (OTHER THAN EMPLOYERS)

_____ (Name / Title-Occupation)

_____ (Address / Phone)

_____ (Name / Title-Occupation)

_____ (Address / Phone)

_____ (Name / Title-Occupation)

_____ (Address / Phone)

MISC. INFORMATION: _____

_____

COOPERATIVE EDUCATION
WICHITA PUBLIC SCHOOLS
Wichita Area Vocational-Technical School

Resume

A resume is a personal data sheet which summarizes important facts about you for a potential employer. It should be short, current, and well planned.

You should prepare a resume for the following reasons:

1. You will feel more confident as you review your own capabilities.

2. With your resume in hand, you will be able to complete a job application quickly, neatly, and accurately.

3. A resume shows a potential employer that you are organized, well prepared, and very serious about the job search.

4. A resume will help you be more confident during an interview since all of your personal information is in front of you.

5. A resume may be mailed to more employers than you could possibly visit, which saves you time and money.

How to Prepare a Resume

Section 1: Personal Information

Your name, address, and telephone number allow a potential employer to contact you immediately. A Social Security number is a requirement for employment and must be accurately listed on applications. It is easy to transpose numbers or forget numbers in stressful situations.

Section 2: Education

Your education is a valuable asset for gaining employment. It is important to list your educational accomplishments.

Section 3: Honors, Achievements, and Outside Interests

This section can sometimes be substituted for actual work experience. Your participation in sports, music, or other school activities should be listed in this section. Participation in any community activities are also listed in this section. An employer might have a special interest in one of those areas, and you may be able to capitalize on this special area of interest during an interview.

Section 4: Work Experience

You may or may not have had much actual work experience. In this section, include all paid and non-paid work experience. Work of any kind shows responsibility and volunteer help may be classified as work experience (such as proctor work in the Guidance Center).

Section 5: Skills

Skills reflect the mastery of something. Skills obtained in school or elsewhere are important for getting the job you want. An employer will examine such skills carefully to identify abilities and how those may be implemented in the business.

Section 6: References

A reference is someone who knows you, but who is not related to you. An employer may contact a reference to see what that person thinks of you. Be prepared to list several good references. Usually the name, business title (if any), address, occupation, and telephone number of the reference are required. Be sure to ask permission of those you plan to list. Good references include a previous employer, a teacher who knows you well, or friends who are well established in business.

Sample Resume 1

SAMUEL A. MARTIN PHONE: 244-3698
713 Broadway Avenue
Des Moines, Iowa 50316

OBJECTIVE: To seek employment which will enable me to use my customer relations and mathematical skills.

WORK EXPERIENCE:

Hotel/Motel I have more than two years experience working for several hotels with the majority of this time spent at the Des Moines Hilton Inn.

- Registered guests for a 235-room hotel
- Answered the phone at the front desk and took reservations, handled customer complaints.
- Supervised approximately 10 employees during the evening shift.
- Took care of cash flow for the evening shift and balanced out each account.

Retail I have 18 months experience working for Montgomery Wards in Davenport, Iowa, of which I was promoted to department manager.

- Supervised eight employees and was responsible for the smooth running of the department.
- Sold merchandise to customers, handled customer and employee complaints.
- Conducted inventory of merchandise monthly and supervised display layouts for departments.
- Authorized customer checks and ran cash register.
- Evaluated workmen's compensation allegations.

Library I have 18 months experience working at the Southeastern Regional Library Services located in Davenport, Iowa.

- Answered the wats phone and took requests for information which required mailing material to other locations.
- Assisted patrons in locating sections and books in the library.
- Helped in Children's Hour which required creating interesting programs for the community.

EDUCATION:

University of Oklahoma, Norman, Oklahoma. 12 hours graduate work in library science. Fall 1972.

University of Iowa, Iowa City, Iowa. Bachelor of Arts in History and Speech. May 1972.

Perry High School, Perry, Iowa. Graduated in May 1968.

REFERENCES:

Ms. Peg Hones
Front Desk Manager
Des Moines Hilton Inn
Phone: 287-2400

Ms. Mary Smith
Supervisor
Equitable Life
Phone: 245-6832

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Sample Resume 2

SAM STUDENT
145 North Main Street
Wichita, KS 77204

Telephone: (316) 555-4524
Soc. Sec. No.: 579-23-8473

Education

O. K. Elementary School, Wichita, KS
Marshall Junior High School, Wichita, KS
Wichita High School North, Wichita, KS

Honors, Achievements, and Outside Interests

Outstanding Science Project Certificate, 1986
Wichita High School North, Wichita, KS
Treasurer, Spanish Club
Wichita High School North, Wichita, KS

Work Experience

Volunteer work for Wichita West Hospital, Wichita, KS
Cashier at Hank's, Wichita, KS
Route Delivery Person for Penny Power, Wichita, KS

Skills

Typing
Cashiering
Organizing materials and ideas
Dealing with customers
Answering the telephone
Photography

References

Mr. Robert Simmons
Volunteer Services
Wichita West Hospital
2407 Oak Street
Wichita, KS 67212
(316) 555-3856

Mr. Hank Hunger
Manager
Hank's
2134 West Maple
Wichita, KS 67214
(316) 555-6977

Mrs. Sylvia Barnes
Science Teacher
Wichita High School North
1437 Rochester
Wichita, KS 67203
(316) 833-3000

Mrs. Lori Brown
Sales Representative
Penny Power
1634 Shadyway
Wichita, KS 67203
(316) 555-9312

Job Interview Tips

1. Arrive on time.
2. Be well groomed.
3. Be positive.
4. Dress appropriately for the interview.
5. Smile or at least look pleasant.
6. Be as poised as possible.
7. Be yourself.
8. Be natural in your actions.
9. Use good English.
10. Speak distinctly.
11. Show your eagerness by your walk.
12. Stand up and sit straight.
13. Be pleasant, natural, and businesslike.
14. Act alert, attentive, interested, and eager to work.
15. Look at the interviewer while he/she questions you.
16. Stress your interest in the type of work.
17. Let the interviewer lead the discussion and control the interview.
18. Give all information requested, even if you think it is too personal.
19. Display documents only when more facts are requested.
20. Be honest and answer questions directly.
21. Display confidence and sureness.
22. Sell your qualifications, rather than your need for the job.
23. Be realistic in discussions of salary.
24. Make a written note of the time, date, and place. . . when asked to call or return for another interview.
25. Thank him/her when the interview is over.

Questions Often Asked During an Interview

1. Why would you like to work for this company?
2. Are you looking for permanent or temporary work?
3. What job would you like?
4. What do you want to be doing in five years? In ten years?
5. What qualifications do you have for this job?
6. What subjects in school did you like best? Least?
7. Do you prefer working alone or with others?
8. How do you spend your spare time?
9. What magazines do you read?
10. What is your main strength? Your main weakness?
11. What jobs have you had? Why did you leave?
12. What salary do you expect?
13. Do you have any debts?
14. Have you had any serious illness?
15. Do you smoke?
16. What are your feelings about working overtime?
17. Did you attend school regularly? How many days were you out of school last year?
18. What grades have you earned in your school work?
19. When can you begin working?
20. How did you become interested in this company?
21. How would you describe yourself?
22. Why should I hire you?

Follow-Up Letter

After any interview, it is important to make a follow-up contact with the person with whom you interviewed. This is a sample letter which may be used to write to the prospective employer. Be sure to add personal touches.

Your Address
City and State
Date

Inside Address

Dear Mr./Ms. Blank:

Thank you for the opportunity to interview for the _____ position currently available in the _____.

After listening to you, learning more about your company, and discussing my objectives, I am very confident about my ability to perform the job.

Of particular interest was your emphasis on (state interviewer's primary concern). My (state your views — supported by experience).

I am anxiously waiting for your decision and an opportunity to be a (company name) employee.

Very truly yours,

YOUR SIGNATURE
Your Name (Typed)

Notes. . .

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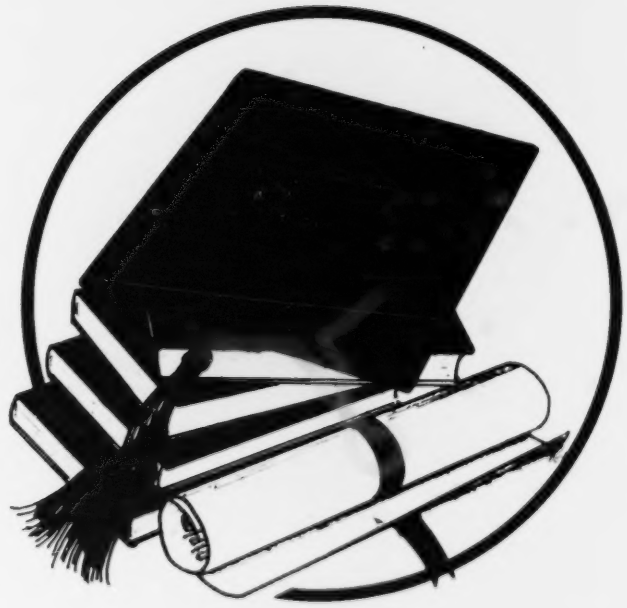
A Step Beyond. . .

Military



Military

A variety of opportunities is available in the military in both regular and reserve programs. These programs vary from one branch of service to another and the obligations will vary depending on the training program and duty assignment.

A visit with a recruiter will provide detailed information about the many opportunities.

Following is a chart which gives a general review of the service enlistment periods and a directory of military recruiters:

You and the Military

A young man or woman without prior service may enlist in a reserve program. Application for enlistment can be made with any local reserve of the Army, Navy, Air Force, Marine Corps, or the Army National Guard and the Air National Guard. Applicants who are ages 17 to 18 will have priority for enlistments The following chart will provide some idea of the service enlistment periods.

Enlistment	Term	Service
Army	8 years	4 years active duty 4 years inactive duty or 3 years active duty 5 years in a reserve component, either active or inactive or 2 years active, 6 inactive or 5 years active, 3 inactive
Marine Corps	8 years	4 years active, 4 years in a reserve component, either active or inactive or 6 years active, 2 years inactive
USAF	8 years	4 years active, 4 years in a reserve component, either active or inactive
Navy	8 years	3 years active, 3 inactive 2 active reserve or 4 years active, 4 years in a reserve component, either active or inactive or 5 years active, 3 inactive or 6 years active, 2 inactive
Reserve or Guard Unit	8 years	Minimum 4 months active duty Minimum 3 years in active reserve Remainder of obligated time will be in inactive reserves

Young men and women who enlist after July 1, 1985, can be eligible for the GI Bill which will provide in excess of $10,000 to be used at colleges, universities, technical schools, correspondence courses, apprenticeship, or on-the-job training. The GI Bill and other tuition assistance programs are also available through reserve and national guard programs. Detailed information about these and other financial aid programs can be obtained from recruiters.

Military Service Academies

Air Force Academy, Colorado Springs, Colorado

Naval Academy, Annapolis, Maryland

Army, West Point, New York

Coast Guard, New London, Connecticut

The academies offer four years of college leading to a bachelor of science degree. Graduates are commissioned as officers and are required to serve five years of active duty. The cost of attending an academy is completely covered by the United States Government.

Admission to the academies is very competitive. The application process should be started during the second semester of the junior year but no later than the early part of the senior year. Applicants need to have completed a strong college preparatory program including advanced courses in math and science, have high ACT and/or SAT scores, been active in extracurricular activities, be physically fit, and have potential for leadership. Detailed information about the academies is available in the high school Career Centers.

ROTC
Reserve Officers Training Corps

This program provides the opportunity to complete requirements for becoming a commissioned officer while in college. At the completion of college, a period of active duty is required. Students receive pay for the ROTC training during the junior and senior years in college and for the required summer training programs. ROTC programs are available at several of the Kansas Regents Colleges.

United States Armed Services

Branch	Address	Telephone
U. S. Air Force	614 North West Street	942-1298
Kansas Air National Guard	McConnell Air Force Base	685-8071
U. S. Army	614 North West Street	945-5181
U. S. Army Reserves	614 North West Street	945-5181
Kansas Army National Guard	3535 West Douglas	943-2790
Kansas Army National Guard	3617 South Seneca	529-3219
U. S. Marine Corps	614 North West Street	943-8132
U. S. Marine Corps Reserve	614 North West Street	943-8132
U. S. Marine Corps Reserve	614 North West Street	682-3252
U. S. Navy	614 North West Street	945-5312
U. S. Navy	614 North West Street	682-5577
U. S. Naval Reserve	3016 George Washington Boulevard	683-0581
Coast Guard	Kansas City, Missouri	1-800-821-3104

Notes. . .

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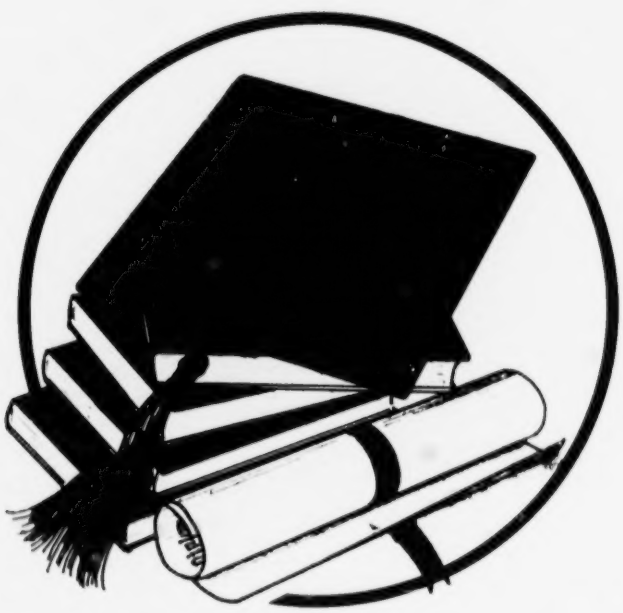
A Step Beyond. . .

College



The College Search

Planning for the next few years after high school graduation is the most important task facing high school students during the senior year. One of those options is going to college.

Selecting the right college or university is a tough assignment for both students and parents. It is much like shopping, knowing what the end product is to be and how it fits the needs of the purchaser.

It involves the hard work of letter writing, doing research, telephoning and evaluating alternatives. Selecting a college has lasting effects that determine outcomes that are life long. No two colleges are alike.

In searching for the right school, each person should direct an individual search, but with the help of the parents. The college search should be a family project with the parents avoiding pushing the student to the "right" college.

Developing Personal Objectives

Start the selection process by making a list of educational and personal objectives. The areas of interests most frequently evaluated are

Location – Geographically, in state/out of state, urban/rural/small town

Type of Institution – Two-year community college, two-year private college, four-year state institution, four-year private college

Religious Affiliation – Is a church-related college desired?

Institution Size – Large university/medium/small college

Campus Environment/Activities – Active social life, percentages of students who live on campus, opportunities for involvement

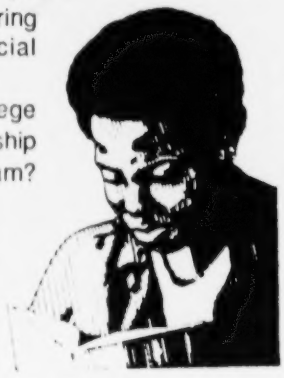
Course Offerings – Are the academic areas of interest available?

Housing – Is on-campus housing available, are students permitted to live off campus?

Cost – Is it affordable considering the available financial resources?

Financial Aid – Does the college have a good scholarship and student aid program? What percentage of the student body receives student aid?

Athletics – Are athletic programs of interest available?



Academic Reputation – Does the college have the academic standards desired?

Quality of Faculty – Are several faculty in areas of interest on the staff? How many Ph.Ds? Are classes taught by graduate assistants or full-time professors?

Not all of these items are going to be of highest priority, but they provide a checklist to help define the range of choices. Once the prospective student has determined the priorities, then specific colleges need to be identified and reviewed.

Acquiring Additional Information

Once the college choices have been identified, it is time to gather additional information and to explore the choices in depth. Good decisions are enhanced by the amount and quality of information gathered.

Keep a file on each college being investigated, including all correspondence, application forms, financial aid information, etc. Make notes of the names and telephone numbers of campus personnel.

College catalogs will serve as the basic source of information concerning admissions requirements, procedures and policies, degree requirements, student life, etc. Catalogs are available in the Guidance Center, school and public libraries, and directly from the colleges.

Representatives from numerous colleges schedule high school visits through the Guidance Center during the year. Information is available directly from them. Be prepared to ask questions.

The high school Career Centers have information available through the Guidance Information System (GIS).

Futures Fair (formerly known as College Night) provides individuals and families access to a large number of representatives from colleges and universities in one location. The next Futures Fair will be Wednesday, Nov. 8, 1989, at Century 2.

Present college students, personal friends, family members, and college alumni are reliable sources of college information.

Numerous college guidebooks are available for purchase. Many of these are accessible in the high school Guidance Center and in school libraries, or they may be

purchased at local book stores. A few of these are *The College Handbook, Barron's Profiles of American Colleges, Lovejoy's College Guide, Peterson's Guide* and *Barron's Guide to the Best Colleges.*

The Campus Visit

One thing that is a must for all students when they are considering a specific college is a campus visit. No better way to learn about the educational programs, facilities, and campus atmosphere than visiting the college can be found. Planning needs to go into the visit.

A good time to visit is in the fall of the senior year. The best time is late in the junior year or during the summer between the junior and senior years. Many families use summer vacations to visit selected campuses.

Don't just drop in. Contact the college admissions office at least a week in advance of the campus visit so the college is prepared to make the time valuable.

Questions and concerns that need to be addressed should be similar to the educational and personal objectives which were identified previously.

What is the quality of the academic programs of interest? How are academic advisers assigned and how are needed changes accommodated?

What are the class sizes? Who teaches the freshman classes?

How are the campus rules and regulations established? What happens if they are broken?

What are the sources of help for someone who has a problem? Is there an office for nonacademic concerns?

What are the housing accommodations?

What do people do and where do they go when they are not in class? Where are the "hang-outs"?

Where do they eat? What is the food like?

What is it about this college that makes *you* want to work here?

What do people do after they graduate? Is an active placement office on campus?

After these questions have been answered adequately, a tour of the campus is a must.

Visit some of the key offices (financial aid, counseling, advising, etc.)

Go to the bookstore.

Walk through a dormitory; talk to the person in charge.

Check out the appearance of the cafeteria; if it's convenient, eat a meal there.

Walk through the library. Take a look at specialized classrooms such as science, art, the computer center, etc.

Tour the student health facility.

Spend time in the Student Center.

Students and parents who spend the necessary time for a thorough campus visit believe that it is well worth it. Most visits result in a "feel" for the campus environment and a determination of whether the chemistry is right for the individual.

A priority list of three to five colleges is now developed. With this list, start the application process.

Applying for Admission

An application for admission to college should be completed during the first semester of the senior year. Each college will have its own application process; the number of forms and steps to complete vary depending on the selectivity of the college in admitting students.

Many seniors apply for admission to more than one college. This is acceptable and recommended in many situations. If one is applying to colleges which have selective admissions, it is practical to apply also at a school to which one is confident of being admitted. If attendance is based on receiving financial aid, it is expected that applications would be filed at several schools, making sure that one of them, if possible, is affordable.

Entrance Tests

Colleges usually require that students complete college entrance tests as part of the applications process. All Kansas colleges use the ACT although colleges outside the State of Kansas use either the ACT or SAT. These tests should be completed by the middle of the senior year. *See the section on testing for details about completing these tests.*

Kansas Colleges

Colleges in Kansas all have open or traditional admission policies. The Kansas Regents Schools (University of Kansas, Kansas State University, The Wichita State University, Emporia State University, Fort Hays State University, Pittsburg State University, and Kansas Technical Institute) all have open admissions and are required to admit all students who have graduated from accredited Kansas high schools. The application process for these schools is accomplished by submitting a completed application for admission form, providing the results of the ACT, and providing a copy of the high school transcript.

Transcripts

Each college has its own policy about when the transcript needs to be sent to the college. Some schools want the transcript with the application for admission form; some will ask only for the final transcript and, in some cases, the college will request copies of both. The college's policy regarding transcripts will be stated on the application form.

Transcripts will be provided by the high school registrar. A transcript can be sent only after written consent has been provided by the student or a parent. A student can sign the *Consent to Release* if he or she is 18; otherwise, a parent must sign the form. *Consent to Release* forms are available from the registrar or a counselor. Usually a charge is made for a copy of a transcript. Each high school has its own policy regarding the cost of that transcript.

Selective Admissions

Application for admission to colleges with traditional or selective admissions will require additional information. The application form will ask for more detailed information about activities and involvements beyond what is provided on the transcript.

In many cases, applicants will be asked to write essays about themselves relating what is important to them, career plans, what they expect to achieve in college or other similar subjects. Much care needs to be given in responding to essay type questions on applications. The statements should be well thought out, written in a well organized manner, and grammatically correct. Statements provided by applicants reflect the maturity and readiness of the individuals for college. Many colleges evaluate very thoroughly what is written by the applicants.

Letters of recommendation are often required by schools which have selective admissions. Applicants should select carefully those they ask to write such letters. Teachers, counselors, administrators, employers, etc., who know the student well and who will give positive recommendations should be asked to provide those letters. In asking a person to write a letter of recommendation, the student needs to provide enough information about what the recommendation is for and to make the request early enough to allow the writer sufficient time–at least a week–to write a good letter. A written thank you to the letter writer from the student is always appropriate and appreciated.

It is important to determine early what the admission policies are for the colleges in which one is interested. Some colleges have early admissions provisions enabling people to apply early and know during the first semester of the senior year if they have been admitted. The military academies, for example, have early admissions requirements and the application process needs to be started during the second semester of the junior year or, at the very latest, during the early part of the senior year.

Some colleges will require an interview with each applicant, either at the college or at a location convenient for the student. This is an important part of the application process for many schools.

Where to Get Help

Colleges vary in the specific things needed to complete the application process. It is important that students identify early the schools where they might apply so plans can be made to satisfy all of the application requirements. Admissions offices at the schools will provide the necessary information and forms applicants will need.

Much detailed information about the application process and requirements for admission to schools is available in the high school guidance offices and career centers. Students and parents are encouraged to use these resources early and often. In addition, college admissions offices are designed to help people through the admission process when an interest in that school has been identified.

Kansas Four-Year Colleges

Fall Semester, 1988

School	Location	Equated Full-Time Enrollment	Type	Affiliation	Scholarships No.	Scholarships Average
Baker University	Baldwin	795	Coed	United Methodist	708	$2,100
Benedictine College	Atchison	850	Coed	Catholic	153	$2,116
Bethany College	Lindsborg	700	Coed	Lutheran	Unrestricted	$2,000
Bethel College	North Newton	621	Coed	Mennonite	100	$3,000
Emporia State University	Emporia	5,763	Coed	State	906	$ 450
Fort Hays State University	Hays	3,999	Coed	State	1,000	$ 400
Friends Bible College	Haviland	82	Coed	Independent	94	$ 640
Friends University	Wichita	1,003	Coed	Society of Friends	550	$1,250
Kansas Newman College	Wichita	426	Coed	Catholic	115	$1,200
Kansas State University	Manhattan	17,230	Coed	State	2,396	$1,100
Kansas Wesleyan	Salina	400	Coed	United Methodist	162	$1,500
Manhattan Christian College	Manhattan	166	Coed	Christian	100	$ 500
Marymount College of Kansas	Salina	653	Coed	Catholic	Unrestricted	$5,000
McPherson College	McPherson	447	Coed	Brethren	Unrestricted	$1,800
Mid-America Nazarene College	Olathe	1,121	Coed	Nazarene	1,108	$ 475
Ottawa University	Ottawa	492	Coed	Baptist	119	$4,900
Pittsburg State University	Pittsburg	5,600	Coed	State	750	$ 500
Saint Mary College	Leavenworth	604	Coed	Catholic	120	$2,095
Saint Mary of the Plains College	Dodge City	700	Coed	Catholic	800	$1,122
Southwestern College	Winfield	575	Coed	United Methodist	200	$ 800
Sterling College	Sterling	506	Coed	Presbyterian	470	$1,876
Tabor College	Hillsboro	476	Coed	Mennonite Brethren	600	$1,200
University of Kansas	Lawrence	28,403	Coed	State	2,364	$1,000
Washburn University	Topeka	4,509	Coed	Municipal	2,100	$ 800
Wichita State University	Wichita	11,170	Coed	State	4,535	$ 900

(Reprinted from the Kansas 4-H Journal, January 1989)

Fall Semester, 1988

School	Tuition & Fees Academic Year	Residence Hall Board and Room Academic Year	Housing Capacity	WRITE OR CALL FOR INFORMATION
Baker University	$5,560	$2,780	536	Director of Admissions Baker University Baldwin City, KS 66006 (913) 594 6451
Benedictine College	$5,760	$2,550	1,100	Benedictine College, Director of Admissions North Campus Atchison, Kansas 66002 (913) 367 5340
Bethany College	$5,600	$2,730	680	Director of Admissions, Bethany College Lindsborg, Kansas 67456 (913) 227 3311 (Ext. 113)
Bethel College	$5,526	$2,650	700	Director of Admissions, Bethel College N. Newton, KS 67117 (800) 522 1887
Emporia State University	$1,237	$2,255	1,474	Director of Admissions, Emporia State University Emporia, Kansas 66801 (316) 343 1200
Fort Hays State University	$44.50/cr.hr.	$2,350	1,000	Registrar, Fort Hays State University Hays, Kansas 67601 4099 (913) 628 4222
Friends Bible College	$4,200	$1,900	131	Director of Admissions, Friends Bible College Haviland, Kansas 67059 (316) 862 5252
Friends University	$195/cr.hr.	$2,240	188	Office of Admissions, Friends University 2100 University, Wichita, Kansas 67213 (316) 261 5847
Kansas Newman College	$5,080	$2,506	200	Director of Admissions, Kansas Newman College Wichita, Kansas 67213 (316) 942 4291
Kansas State University	$1,363	$2,100	4,232	Director of Admissions, Kansas State University Manhattan, Kansas 66506 (913) 532 6250
Kansas Wesleyan	$5,320	$2,600	375	Director of Admissions, Kansas Wesleyan University 100 E. Claflin, Salina, KS 67401 (913) 827 5541 (ext. 307)
Manhattan Christian College	$2,300	$2,100	250	John Poulson, Director of Admissions, Manhattan Christian College, Manhattan, Kansas 66502 (913) 539 3571
Marymount College of Kansas	$4,600	$2,600	288	Director of Admissions, Marymount College Salina, Kansas 67401 (913) 825 2101 (call collect)
McPherson College	$5,400	$2,790	496	Director of Admissions McPherson College, McPherson, Kansas 67460 (316) 241 0731
Mid-America Nazarene College	$136/cr.hr.	$2,728	980	Office of Admissions, Mid America Nazarene College Box 1776, Olathe, Kansas 66061 (913) 782 3750
Ottawa University	$5,150	$2,630	518	Director of Admissions, Ottawa University Ottawa, Kansas 66067 (913) 242 5200
Pittsburg State University	$1,182	$2,434	983	Office of Admissions, Pittsburg State University Pittsburg, KS 66762 (316) 231 7000
Saint Mary College	$5,070	$2,840	450	Director of Admissions, Saint Mary College Leavenworth, Kansas 66048 (913) 682 5151 (Ext. 245)
Saint Mary of the Plains College	$5,100	$2,600	490	Director of Admissions Saint Mary of the Plains College Dodge City, KS 67801 (316) 225 4171
Southwestern College	$3,752	$2,464	506	Director of Admissions, Southwestern College Winfield, Kansas 67156 2499 (316) 221 4150 (Ext. 236)
Sterling College	$4,950	$2,600	550	Director of Admissions, Sterling College Sterling, Kansas 67579 (316) 278 2173
Tabor College	$4,740	$2,500	380	Director of Admissions, Tabor College Hillsboro, Kansas 67063 (316) 947 3121
University of Kansas	$1,379	$2,240	6,200	Office of Admissions University of Kansas, Lawrence, Kansas 66045 (913) 864 3911
Washburn University	$70/cr. hr.	$2,575	254	Director of Admissions Washburn University, Topeka, Kansas 66621 (913) 295 6300 (ext. 525)
Wichita State University	$47.40/cr.hr.	$2,695	900	Dr. Neil Sanders, Director of Admissions Wichita State University, Wichita, Kansas 67208 (316) 689 3085

A Step Beyond. . .

Other Educational Opportunities

Other Educational Opportunities

An alternative to college for many students is vocational or technical education programs. Usually short-term in nature, these educational programs prepare people for a specific occupation or job.

Two ways of receiving job-specific training are

1. Vocational-technical education
2. Apprenticeships

Vocational-technical schools are of two types:

1. Public. The state of Kansas supports these schools through tax dollars. Students who are residents of Kansas pay only a small percentage of the total cost.
2. Private or proprietary. Although these schools may be approved by the State Department of Education, no tax dollars are used to support them. Because of this, tuition costs tend to be higher at these schools.

Financial aid may be available at all vocatonal-technical schools, public and private. Check with the financial aid office at the school of your choice.

Public vocational and/or technical programs are available in Kansas at some community colleges and at all area vocational-technical schools. (A list of all programs and schools in Kansas can be found at the end of this section.)

The Wichita area is served by the Wichita Area Vocational Technical School (WAVTS). Although some of the WAVTS programs are for both post-secondary and secondary students, many are for post-secondary students only. The most important advantage of attending WAVTS is the state support of the institution. Students pay only 15 percent of the cost of tuition; the remainder is paid by the state of Kansas.

Wichita Area Vocational Technical School programs are located at six different sites throughout the city of Wichita:

Vocational Technical Center
301 South Grove

Central Vocational Building
324 N. Emporia

Dunbar Adult Center
923 North Cleveland

Aviation Education Center
2021 Eisenhower

Schweiter Technical School
1400 George Washington Blvd.

Construction and Transportation Skills Center
4141 North Seneca

A list of all the programs offered at Wichita Area Vocational-Technical School follows. Programs offered range from long-term career training (two years) to short-term skill training (as short as 110 hours). The site and the phone number for each of the programs are also listed. Interested persons may, however, call 833-4390 or 833-2450 and ask to speak to a counselor.

Cluster and Program	Location	Telephone
Aviation		
Aviation Maintenance Technician	Aviation Education Center	833-3595
Aircraft Instrument Maintenance	Aviation Education Center	833-3595
Ground School	Aviation Education Center	833-3595
Electronics		
Engineering Technology	Schweiter Technical School	833-2990
Construction		
Architectural Drafting	Vocational-Technical Center	833-2400
Carpentry	Vocational-Technical Center	833-2400
Electrical Trades	Vocational-Technical Center	833-2400
Air Conditioning/Refrigeration	Vocational-Technical Center	833-2400
Manufacturing		
Mechanical Drafting	Vocational-Technical Center	833-2400
Cabinetmaking	Vocational-Technical Center	833-2400
Welding	Vocational-Technical Center	833-2400
Machine Shop	Vocational-Technical Center	833-2400
Machine Tool	Vocational-Technical Center	833-2400
Mechanics		
Auto Body Repair	Vocational-Technical Center	833-2400
Auto Mechanics	Vocational-Technical Center	833-2400
Motorcycle/Small Engine Mechanics	Vocational-Technical Center	833-2400
Truck Driving		
Truck Driving	Construction and Transportation Skills Center	833-3290
Horticulture		
Horticulture	Schweiter Technical School	833-2990
Health		
Geriatric Aide	Central Vocational Building	833-4370
Dental Assistant	Central Vocational Building	833-4370
Medical Laboratory Technician	Central Vocational Building	833-4370
Mental Health Technician	Central Vocational Building	833-4370
Practical Nursing	Central Vocational Building	833-4370
Surgical Technician	Central Vocational Building	833-4370
Child Care		
Child Care Occupations	Dunbar Adult Center	833-3150
Child Development Associate	Dunbar Adult Center	833-3150
Nanny	Dunbar Adult Center	833-3150
Office		
General Office	Central Vocational Building	833-4390
Secretary	Central Vocational Building	833-4390
Legal Secretary	Central Vocational Building	833-4390
Medical Secretary	Central Vocational Building	833-4390
Data Processing and Accounting		
Business Data Processing/ Computer Programming	Central Vocational Building	833-4390
Accounting Clerk	Central Vocational Building	833-4390
Food Service		
Mid-Management/Culinary Arts	Central Vocational Building	833-4390
Commercial Cooking	Central Vocational Building	833-4390
Dietary Manager	Central Vocational Building	833-4360
Dietetic Technician	Central Vocational Building	833-4360

Cluster and Program	Location	Telephone
Fashion/Interior Decorating		
Fashion Merchandising and Marketing	Central Vocational Building	833-4390
Clothing Services	Vocational-Technical Center	833-2400
Industrial Sewing	Vocational-Technical Center	833-2400
Drapery Construction	Vocational-Technical Center	833-2400
Advanced Drapery Design	Vocational-Technical Center	833-2400
Upholstery	Dunbar Adult Center	833-3150
Interior Design	Vocational Technical Center	833-2400
Graphic Communications		
Graphic Communications	Vocational Technical Center	833-2400

Private (proprietary) vocational or technical schools located in Wichita

Amtech Institute
4011 E. 31st South
682-6548
Automotive
Electronics

Bryan Institute
1004 South Oliver
685-2284
Business/Secretarial
Medical/Dental Assistant

Central Business College
2502 E. Douglas
684-5138
Business/Secretarial

Central Drafting College
2502 E. Douglas
684-5138
Drafting

Climate Control Institute, Inc.
3030 N. Hillside
686-7355
Travel
Air Conditioning/Heating

Electronic Computer Programming Institute of Wichita
401 E. Douglas
263-0276
Business

Kansas School of Hair Styling
1207 E. Douglas
264-4891
Cosmetology

Travel Career Institute
7777 East Osie Suite 301
687-4240
Travel

United Technical Institute
2015 S. Meridian
942-7733
Business/Secretarial
Electronics
Welding

Vernon's School of Cosmetology
501 E. Pawnee
265-2629
7130 W. Maple
943-5536
1675 S. Rock Road
685-8704
Cosmetology

Wichita Business College
501 E. Pawnee
263-1261
Business/Secretarial

Xenon's International School of Hair Design
Twin Lakes Shopping Center
2100 N. Amidon
838-4604
Cosmetology

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Questions to Ask
Before Choosing a Vocational or Career School

State Licensing - Is the school licensed by the state? How long has the school been in business?

Accreditation - An important indicator, accreditation means the school has passed a thorough examination of its business practices and teaching ability by an accrediting agency. The accreditation is only as good as the agency doing the accrediting so prospective students need to investigate closely. Some accreditations are meaningless because they are given to any school willing to pay the necessary fee.

Courses - Are the courses offered up-to-date, well-rounded, and of high quality? Will they prepare you for your field? Do the teachers have professional experience in the field? How long will training take? How much do students study?

Facilities and equipment - What type of facilities and equipment does the school offer? Is the equipment current with that being used in the field? Is the equipment "for show" or is it necessary for adequate training? Is space in the classroom and laboratory adequate?

Hands-on training - Does the school have a laboratory or shop to duplicate a real work environment? Hands-on training enables students to obtain practical and valuable experience.

Placement assistance - Does the school offer regular job placement assistance? How does it help find jobs for graduates? At what types of jobs are graduates placed? What percentage are placed in training-related jobs? How much money do graduates make? Is placement guaranteed? If so, get it in writing.

Cost - What is the total cost of tuition, supplies, and fees? Can you realistically afford the school? If you will need a loan to attend, will you be able to afford the repayment? How do most students pay for the costs? Is there a refund policy?

Other - What percentage of students entering eventually complete the course of study? Are current students happy with their training? What other services are available for students?

Caution! Do not sign an agreement with a school under pressure. Reputable schools will give you plenty of time to think about your decision and compare costs. You are the buyer and the school is the seller so buyer, beware!

Apprenticeships

"Apprenticeship" is learning a skilled trade through training on the job and receiving the related technical instruction in a classroom. The apprentice is usually a high school graduate, 17 years of age or over, with manual dexterity and other characteristics directly related to the occupation to be learned. Training is available in over 700 occupations including automobile body repairer, aircraft mechanic, sheetmetal worker, electrician, bricklayer, carpenter, upholsterer, jeweler, baker, printer, drafter, and roofer.

Length of training varies from one to five years, depending on the occupation and by standards adopted by the industry. Wages paid the apprentice begin at approximately half those of the fully trained journey worker.

For apprenticeship openings, contact the local Job Service Office at 2nd and Topeka. Call 266-8600 and ask for Irma Lee Skillman.

KANSAS' TWO-YEAR COLLEGES

Enrollment Location	(Equated Full-Time) (KS. Resident) Fall 1988	Tuition Per Year Fall 1988	Room & Board On Campus Fall 1988	Housing Capacity	Write or Call for Information
PUBLIC COMMUNITY COLLEGES					
Allen County Community College	Iola	650	$20.00/credit hr.	$2,200	154
Barton County Community College	Great Bend	1,300	$22/credit hr.	$1,950	290
Butler County Community College	El Dorado	3,970	$28.50/credit hr.	$2,392	148
Cloud County Community College	Concordia	937	$25/credit hr.	$2,000	236
Coffeyville Community College	Coffeyville	875	$20/credit hr.	$1,990	267
Colby Community College	Colby	602	$25/credit hr.	$2,160	264
Cowley County Community College & Vocational Technical School	Arkansas City	1,097	$19/credit hr.	$2,070	191
Dodge City Community College	Dodge City	1,205	$690/yr.	$2,170	300
Fort Scott Community College	Fort Scott	1,000	$20/credit hr.	$1,920	120
Garden City Community College	Garden City	1,255	$18/credit hr.	$1,992	234
Highland Community College	Highland	786	$832/yr.	$1,180	280
Hutchinson Community College	Hutchinson	1,903	$22/credit hr.	$1,995 room only	400
Independence Community College	Independence	900	$19/credit hr.	$1,960	96
Johnson County Community College	Overland Park	5,529	$25.50/credit hr.	N/A	N/A
Kansas City Community College	Kansas City	2,095	$20/credit hr.	N/A	N/A
Labette Community College	Parsons	1,526	$17/credit hr.	$1,800	48
Neosho County Community College	Chanute	600	$15/credit hr.	$1,890	80
Pratt Community College and Area Vocational School	Pratt	733	$17.00/credit hr.	$2,396	178
Seward County Community College	Liberal	745	$20/credit hr.	$2,000	136
PRIVATE TWO-YEAR COLLEGES					
Central College	McPherson	265	$4,600	$2,550	300
Donnelly College	Kansas City	506	$1,800	N/A	N/A
Hesston College	Hesston	540	$4,600	$2,500	500
STATE TECHNICAL INSTITUTES					
Kansas College of Technology	Salina	388	$892	$2,160	124
Technical Education Center (Pittsburg State University)	Pittsburg	86	$502	$2,300	1,200

CAREER AREAS	KANSAS AVTS CENTERS															
	JOHNSON CO	CENTRAL KS	ARKANSAS CITY	EMPORIA	KANSAS CITY	TOPEKA	LIBERAL	MANHATTAN	BELOIT-HAYS	ATCHISON	GOODLAND	SALINA	COFFEYVILLE	DODGE CITY	WICHITA	PRATT
BUSINESS OCCUPATIONS																
Accounting/Bookkeeping	X		X		X	X	X	X		X	X		X		X	X
Clerical	X		X	X	X	X	X	X	X	X	X		X	X	X	X
Computer Operator					X	X		X			X		P			
Data Entry	X		X	X		X			X		X		X			
Data Processing/Computer Pgm	X		X	X			X	X	X	X	X		X		P	X
Executive Secretary											X					
Legal Secretary	P						X	X			X				P	X
Medical Secretary											X					
Paralegal	P															
Secretarial	X	H	X	X	X	X	X	X	X	X	X	H	X		X	X
Word Processing	X		X	X		X	X	X		X	X		X	X	X	X
DISTRIBUTIVE OCCUPATIONS																
Marketing and Distributive Ed		H		X	H			X	X	H		H	X	H	H	X
Business Management			P													
HEALTH OCCUPATIONS																
Dental Assistant	P			P								P			P	
Dental Hygienist	P															
Health Assistant (coop)					H											
Medical Assistant							X									
Medical Lab Tech (Certified)															P	
Mental Health Technician	P		P												P	
Medical Secretary	P					X		X							P	X
Nursing Assistant (Aide)	X	X				X	X						P	X		X
Nursing Home Aide/Home Health	X		P	P								P	P		P	
Practical Nurse (Vocational)		P		P	P	X		P	P	P					P	P
Exploratory Health Occupations	X													H		
A.D. Nursing	P															
EMICT	P															
EMT	P		P													
TECHNICAL EDUCATION																
Civil Technology	P					X					X					
Electronics Technology	P		P			X	X		X		X				P	
Waste Water Potable Water												P				
Electronics Computer Repair	P						X	X	X		X					
AGRICULTURE EDUCATION																
Agriculture/Farm Mechanics	H						X		X		X					X
Agriculture Production		H	P						X				H	H		X
Agribusiness Supplies/Service			P									H	H	X		X
Equine Studies	P															
Farm Business Analysis								P								P
Farm & Ranch Management																X
Ornamental Horticulture		H				X								X	X	
HOME ECONOMICS AND RELATED OCCUPATIONS																
Care & Guidance of Children	X					X						P			X	X
Clothing Prod & Services	X											P			X	
Consumer & Homemaking	X	H					H						H	H		
Coop Home Ec. Occupational Prep	H	H										P			H	
Dietary Manager								X					P		P	
Dietetic Technician															P	
Fashion Merchandising	X														P	
Food Management Prod & Serv	X			X	X	X		X		X		X	X	X	P	
Home Furnishings (Drapery Const.)	P											P			X	
Food Service Supervision	P														P	
Interpreter Training	P															
Ind Sewing/Interior Decoration	X														X	
Special Ed Paraprofessional			X													

GOODLAND

Northwest Kansas AVTS
1306 Harrison
Goodland, KS 67735
(913) 899-7641

JOHNSON COUNTY AVTS

Johnson County Community College
Olathe and Shawnee Mission
Office of Report Olathe
311 E. Park
Olathe, KS 66061
(913) 782-3436

KANSAS CITY AVTS

1200 North 78th St
Kansas City, KS 66104
(913) 334-1000

LIBERAL AVTS

P.O. Box 1595
Liberal, KS 67901
(316) 624-1951

MANHATTAN AVTS

3136 Dickens Avenue
Manhattan, KS 66502
(913) 539-7531

PRATT COMMUNITY COLLEGE/AVTS

Highway 61
Pratt, KS 67124
(316) 672-5641

SALINA AVTS

2562 Scanlan Avenue
Salina, KS 67401
(913) 825-2141

TOPEKA

Kaw AVTS
5724 Huntoon
Topeka, KS 66604
(913) 273-1140

WICHITA AVTS

201 South Grove
Wichita, KS 67211
(316) 833-1400

CAREER AREAS	AVTS CENTERS															
	JOHNSON CO	CENTRAL KS	ARKANSAS CITY	EMPORIA	KANSAS CITY	TOPEKA	LIBERAL	MANHATTAN	BELOIT-HAYS	ATCHISON	GOODLAND	SALINA	COFFEYVILLE	DODGE CITY	WICHITA	PRATT
TRADE AND INDUSTRIAL OCCUPATIONS																
Air Conditioning & Refrigeration	P				X	X	X	X			X	X	X		X	
Aircraft Instrument Maintenance	P														P	
Airframe or Powerplant															X	
Auto Body Repair	X	X			X	X		X		X	X	X	X	P	X	
Automotive Machine Shop					X		X									
Mechanics/Auto or Truck	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Automotive Parts Management	X				X		X									
Avionics															P	
Biomedical Equip Technician	P															
Building Maintenance				X												
Building Mechanics	X			X	X	X										
Cabinet Making							X		X		X				X	
Carpentry	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
Commercial Art	P				X							X				
Commercial Photography	P					X										
Cosmetology			P	X	X						X			P		
Custodial Service Cert												P				
Coop Ind Training	H				X	X									H	
Diesel Mechanic						X	X		P	X	X	X			X	X
Drafting	X		X		X	X	X	X		X	X	X	X		X	
Electricity/Electrician	X		X			X	X		X		X		X		X	
Electrical Lineman								X								P
Electronic Occupations	X		X	X	X	X	X	X	X		X	X	X	X	X	
Fire Service	P															
Graphic Arts	X	X		X	X	X		X		X			X		X	
Heavy Equipment Operator									P							
Industrial Electrician			X				X		X	X	X		X			
Industrial Equipment Mechanics	X															
Law Enforcement Training	P		P													
Lithic Offset Printing	X	X		X	X	X		X		X		X	X		X	
Machine Shop		X	X	X	X	X	X					X	X		X	
Machine Tool & Die			X	X											P	
Manufacturing/Engineer Tech	P		P													
Masonry/Bricklaying									X	X			X			
Motorcycle Mech./Small Engine														H	X	
Multi-Occupations	H															
Industrial Mechanics Machine Shop/Welding														X		
Plumbing & Heating & Air Cond	P								X		X					
Radio & TV Repair						X	X		X		X	X		X	X	
Sheetmetal Fabrication							X									
Small Engine/Marine Repair	X					X							X	H	X	
Telephone Communications Tech	P										X					
Truck Driving														P	P	
Typesetting - Computerized					X											
Upholstery															P	
Warehousing Distribution						X	X									
Welding	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X

X — FOR HIGH SCHOOL, POST HIGH AND/OR
P — FOR POST HIGH AND/OR ADULTS
H — FOR HIGH SCHOOL STUDENTS ONLY

Addresses of Area Vo-Tech Schools

ARKANSAS CITY

Cowley County Community College & AVTS
125 South Second
Arkansas City, KS 67005 (316) 442-0430

ATCHISON

Northeast Kansas AVTS
1501 Riley, P.O. Box 277
Atchison, KS 66002 (913) 367-6204

BELOIT

North Central Kansas AVTS
P.O. Box 507, Highway 24
Beloit, KS 67420
Beloit (913) 738-2276
Hays (913) 625-2437

CENTRAL KANSAS AVTS

Newton, Hutchinson, McPherson
Administrative Center, Newton
218 East 7th St., P.O. Box 565
Newton, KS 67114 (316) 283-0930

COFFEYVILLE

Southeast Kansas AVTS, Administrative Center
8th & Roosevelt
Coffeyville, KS 67337 (316) 251-3910
501 W. Elm
Columbus, KS 66725 (316) 429-3896

DODGE CITY

Southwest Kansas AVTS
2nd & Comanche, Box 1578
Dodge City, KS 67801 (316) 225-0265

EMPORIA

Flint Hills AVTS
3301 West 18th St.
Emporia, KS 66801 (316) 342-5404

Vocational Programs at Community Colleges in Kansas

A number of approved vocational educational opportunities are available at the two-year colleges listed on Page 45. Although some programs are available at only one or two institutions, each community college offers several choices from the specific areas listed here.

Additional information is available from counselors or by writing to the specific college.

Accounting Clerk
Ag Supplies and Services
Agriculture Mechanics
Animal Hospital Technology
Auto Body
Auto Technology
Aviation Technology
Banking
Biomedical Equipment Technology
Broadcasting
Building Trades - Carpentry
chiid Care
Commercial Art
Cooperative Industrial Technology
Cosmetology
Data Processing
Dental Hygiene
Diesel Mechanics
Dietetic Technology
Displaced Homemaker
Drafting
Electronics
Electrical Lineman
Emergency Medical Intensive Care
Emergency Medical Training
Energy Technology
Engineering Technology
Equine Management
Farm and Ranch Management
Farm Business Analysis
Fashion Merchandising
Fire Sciences
Hospitality Management
Housing Interior Design
Inhalation Therapy Technician
Insurance Technology
Interpreter Training
Legal Assisting
Machine Technology
Management Development
Management Engineering Technology
Manufacturing Technology
Mental Health Technician
Medical Lab Technology
Medical Records Technology
Mid-Management
Mine Safety and Supervision
Mortuary Science
Nursing (ADN)
Nursing (LPN)
Nursing Assistant/Medication Aide
Nursing Home Administration
Occupational Therapy Technician
Office Eduction
Petroleum Technology
Physical Therapy Assistant
Police Academy
Police Science - Criminal Justice
Postal Service Administration
Radiological Technician
Recreation Therapy
Respiratory Therapy
Secretarial Management
Small Business Management
special Education Paraprofessional
Special Education Paraprofessional, Hearing Impaired
Television Technology
Tool and Die Maker
Travel and Tourism
Truck Driving
Waste Water Technology
Welding
Word Processing

Notes. . .

A Step Beyond. . .

Financial Aid

Scholarship and Financial Aid Information

Anyone who wishes to obtain college financial assistance must begin to research possibilities immediately. Scholarships are not normally handed out without effort on the part of the recipient. As the Guidance Center at the high school receives financial aid and scholarship information, every effort will be made to inform students of these opportunities. This may be through posting on bulletin boards, daily bulletins, daily announcements, files in the guidance center and so forth. The senior's responsibility will be to check the posted bulletins, visit with the counselor, keep informed, and follow up on any programs of interest.

Seniors who are seriously interested in obtaining financial aid will need to spend some time and effort in learning about as many opportunities as possible. The following information is offered in an attempt to get the process started. Additional information is available in the Guidance Center.

Qualifying for Financial Aid

The primary responsibility for paying for post-secondary education belongs to the student and the parents inasmuch as they are able. The first resource that should be considered, then, is the family contribution. The amount of the family contribution will differ from family to family, but almost every family will be expected to pay something.

In general, the best rule of thumb remains: Apply for financial aid if there is reasonable doubt about the ability to meet educational costs. **When in doubt, apply!**

In most cases, colleges award financial aid on the basis of need. Need is the difference between what is costs to attend a particular college and how much the family can reasonably be expected to contribute toward those expenses. Here is how it works:

Total College Expenses
— Family Contribution (what the family is expected to pay)
= Need

In the past, students were usually eligible for financial aid equal to the amount of demonstrated need. While total amounts of financial aid available are expected to remain relatively stable, some colleges have already found it difficult, if not impossible, to meet the full demonstrated need of every student who qualifies for financial aid. Since the amount a family can afford to pay stays the same whether the college costs are high or low, applicants might be eligible for different amounts of aid at different institutions. In fact, if a graduate is able to get all the financial aid the family and the individual qualify for, a high-cost institution could end up costing the same as a lower-cost one.

Don't eliminate the possibility of attending a high-cost school; it might not cost any more to attend than a lower-cost one. Remember that it is also possible to combine more than one source of financial aid. Check out all possibilities.

Factors colleges may consider in awarding scholarships include the following:

Financial Need - determined by family income, number of dependents, more than one child in college, special circumstances, college costs, etc.

High school grade-point average and rank in class.

Performance on College Entrance Examination (ACT and/or SAT). Performance on the PSAT/NMSQT taken during the junior year may also be basis for scholarships.

Outstanding ability or talent in music, printing, athletics, math, art, science, journalism, business, leadership, etc.

A special analysis of a family's financial status through the ACT Family Financial Statement (FFS) or the College Scholarship Service's Financial Aid Form (FAF) will be required during the senior year in order to apply for financial aid. Check with each college about which form is required and complete the appropriate form. If applying for Federal aid programs only, applicants may use the Federal Financial Aid Application form. There is no charge to file using this form. Apply as soon as the family income tax figures are available, but do not apply before January 1 of the senior year.

Families should figure taxes as soon as possible after receiving the W-2 forms. If an accountant figures the family income taxes, the FFS or the FAF may also be completed for a small additional fee when the tax return is prepared. Accuracy in preparing these forms is very important since delays in corrections can be costly. Any college financial aids office will answer specific questions regardless of whether a graduate plans to attend that college or not.

Some General Points to Remember About Financial Aid

An applicant will NOT be considered for financial aid at a college unless an application for admission to that college is on file.

Most colleges have no-need scholarships. Applicants will need to contact the college regarding what no-need scholarships are available.

Deadline dates for applying for financial aid are very important and vary from college to college. See college catalogs for dates or contact the Director of Financial Aid at the colleges being considered.

Anyone who is seriously interested in obtaining financial aid will need to spend some time and effort in learning of as many opportunities as possible. Several sources are listed below to get the process started:

Federal Financial Aid (to be discussed later).

State Financial Aid (to be discussed later).

The most important source of financial aid is to inquire at the college or school being considered. Simply write to the Director of Financial Aid at the college. In the back of this section is a sample letter for writing to the Financial Aid office. Copy the letter with appropriate changes and mail it early in the school year.

Various departments in high school such as language arts, math, science, art, etc., often have scholarship information. Some require that an essay, speech or project be prepared. Check with the high school teachers in special interest areas. Write to these departments at the colleges being considered to find out what they might have available.

Many places of employment and labor unions offer scholarships to children of their employees. Have your parents check this possibility.

Parents may belong to organizations which offer scholarships for which you may qualify. Ask them to check with unions, churches, civic and fraternal groups, professional organizations, and industrial associations. Community organizations students can check with are 4-H clubs, YMCA, Kiwanis, Jaycees, American Legion, Junior Achievement, Boy and Girl Scouts, YWCA, etc.

Special federal and state compensation, pension, and rehabilitation programs provide special benefits for eligible students: GI Bill, VA assistance, Social Security, Vocational Rehabilitation, etc. Contact the appropriate office for further information. If one parent is retired, disabled, or deceased, contact the Social Security Office to check eligibility for benefits.

Some private colleges offer honor or presidential scholarships to students with high grade-point averages. The Kansas Tuition Grant Program also makes funds available to eligible students attending private Kansas colleges. Such applicants must complete Grid 1433 on the ACT Family Financial Statement in order to apply for the Kansas Tuition Grant Program. They must also grid an eligible Kansas private college.

Several books and pamphlets describing scholarships are available; some of them are in the school's Guidance Center. Check them out.

Federal Student Financial Aid

Please note: Federal student aid is awarded on the basis of need. Need is determined by evaluating the information entered on an aid application.

Federal financial aid may be in the form of a grant or a loan. Grants are gifts and need not be repaid, but loans must be repaid with interest. While financial aid administrators prefer not to see students become overburdened with loans, they recognize that the vast majority of students may find it necessary to borrow money to help meet their expenses. The Director of Financial Aid at any college or school will have the latest information, application blanks, and deadline dates for the Federal Financial Aid Programs and can provide the best information about student assistance at the schools they represent. Contact them for details.

Aid from Federal programs does not automatically continue from one year to the next. Recipients must reapply every year. Financial aid does not automatically go with people if they transfer from one school to another. To continue receiving aid at the new school, recipients must check with the financial aid administrator to find out what programs are available and what steps must be taken to apply.

Eligibility for Federal Financial Aid - People are eligible for aid if they meet the following requirements:

Enrolled at least half-time as a regular student in an eligible program at one of the more than 7,000 colleges, universities, vocational schools, technical schools, or hospital schools of nursing that take part in Department of Education financial aid programs. (In some cases, less than half-time students may be eligible for some types of aid.)

Is a U.S. citizen or an eligible non-citizen.

Able to show need.

Making satisfactory progress in the course of study.

Registered with the Selective Service. Registration is required of any male born on or after January 1, 1962, at least 18, a citizen or eligible non-citizen, and not currently on active duty in the U.S. Armed Forces.

Federal Programs

Pell Grant Program

The Pell Grant Program is the government's largest student aid program, and is the starting point for most students seeking Federal financial aid. Pell Grants are entitlements. This means that anyone who can qualify for such aid gets it. All colleges will require that the applicant file for the Pell Grant Program as part of the application for financial aid. Pell Grants are based on a Federal formula (applied to all students throughout the country) which measures the ability of the student and the family to meet educational expenses, guaranteeing equal treatment for all applicants. The actual amount received depends on the

financial information reported on the application, whether the applicant is a full-time or part-time student, and the cost of education at the school.

Supplemental Educational Opportunity Grant (SEOG)

Supplemental Educational Opportunity Grants are provided to a limited number of students with exceptional financial need. This is a "campus-based" program, administered by each college.

College Work-Study Program

This program provides jobs for students who have financial need and must earn a share of their college expenses. The amount of a College Work-Study Program depends on financial need, the amount of money the school has for this program, and the amount of aid received from other programs.

Perkins Loans

Under this program, students borrow money from the Federal government at a low rate of interest. These loans are "campus-based" and made through the financial aid office at each college.

Stafford Loans

The Stafford Loan Program is the new name for the Guaranteed Student Loan (GSL) program. Stafford loans are low interest loans made by a lender such as a bank, credit union, or savings and loan association. Depending on financial need, applicants may borrow up to $2,625 a year.

Parent Loans for Undergraduate Students (PLUS)

PLUS loans are meant to provide additional funds to families for educational expenses. Responsibility for the repayment rests with the parents. Such loans are made by a lender such as a bank, credit union, or savings and loan association. Parents of dependent undergraduate students may borrow up to $4,000 per year and PLUS borrowers do not have to show need. A borrower must begin repaying a PLUS loan within 60 days.

State Assistance Programs

Kansas Tuition Grants

This program provides nonrepayable grants to Kansas residents who are planning to attend independent (private) Kansas colleges. Amounts of grants are determined on the basis of an analysis of financial need. Applicants must submit a Family Financial Statement after January 1 of the senior year, grid code number 1433, and grid one of the eligible private Kansas institutions listed on the reverse side of the Kansas instruction sheet in the FFS packet.

Contact the specific college for details, but be sure and apply if money is needed in order to attend a private college. Tuition grants must be renewed each year.

The State of Kansas Scholarship Program.

The State Scholarship Program recognizes seniors and offers them the opportunity to be considered for a monetary award based on ACT scores. All students with financial need who plan to attend a Kansas college should have their scores sent to this agency. To have scores sent, merely mark YES to ITEM 190 when you register to take the ACT test. Marking YES to ITEM 190 will provide for scores to be sent automatically to the State of Kansas Scholarship Program. Applicants must have taken the ACT in February, April, June, October, or December, 1989, to be eligible, and they must have marked YES to ITEM 190.

Anyone who is designated as a Kansas State Scholar must submit a Family Financial Statement after January 1 of the senior year and grid code number 1433 to determine eligibility for a monetary award.

Vocational scholars who have financial need are eligible to receive a stipend only if they attend a Kansas Area Vocational-Technical School, the Vocational-Technical Institute at Pittsburg State University, or a Kansas proprietary school. Anyone who is interested in being considered for the vocational scholar competition must code 1385 on the ACT registration.

The Kansas Minority Scholarship Program

This state-funded program is designed to enable and encourage academically talented minority students to further their post-secondary study at Kansas colleges and universities. Funded by the Kansas Legislature, this program is intended to provide renewable awards each academic year to outstanding students demonstrating academic promise and scholastic ability. Minority students are designated according to the following ethnic groups: American Indian or Alaskan Native, Asian or Pacific Islander, Black and Hispanic.

Scholarship recipients must have demonstrated financial need. All applicants must complete the ACT Family Financial Statement (FFS), code 5404, for the Kansas Minority Scholarship Program. Recipients must also enroll full time in a degree program at an eligible Kansas institution.

Kansas Nursing Scholarship Program

This program was enacted by the 1989 Legislature for the purpose of addressing the nursing shortage in the state and to provide financial incentives for students to pursue this field of study. This program provides for the selection each year of 250 students enrolled or admitted to nursing programs to benefit from scholarship assistance ranging up to $3,500 annually. Categories are Licensed Practical Nursing programs, Rural Registered Professional Nursing programs, and Registered Professional Nursing programs. Within each scholarship category, scholarships are awarded on a priority basis to qualified applicants who have the greatest financial need. To the extent practicable, consideration is given to minority applicants.

Applicants must complete the ACT Family Financial Statement (FFS) and code 6991 in item #111 for the

Kansas Nursing Scholarship Program. Applicants must be Kansas residents and be enrolled or plan to enroll full time in an undergraduate program leading to licensure as a Licensed Practical Nurse or Registered Professional Nurse.

The Higher Education Loan Program of Kansas (HELP of Kansas)

This program provides loans to students who experience difficulty in obtaining a loan from a private lending institution. Students should investigate all other sources of financial aid before obtaining a loan.

For more information write: The Higher Education Loan Program of Kansas, 34 Corporate Woods, 10950 Grandview Drive, Suite 260, Overland Park, KA 66210, phone (913) 648-4255.

Special Scholarships

Military ROTC Scholarships

These scholarships are available on a competitive basis to men and women who seek careers in the military as commissioned officers. These scholarships pay college tuition, fees, books and supplies, and a subsistence allowance and may be worth as much as $10,000 per year. More information is in the "Military" section.

Military Academies

Anyone who is interested in a military academy should begin efforts to enter an academy during the junior year or very early in the senior year. More information on military academies is in the "Military" section.

Sample Letters
for Inquiries Regarding Financial Aid

To apply for financial aid:

Your street address
City, state, zip code
Date

Director of Financial Aid
Name of College
College Address
City, state, zip code

Dear Sir:

I would appreciate receiving any financial aid information you could provide regarding both campus-based and federal programs, procedures, and deadline dates.

I plan to enroll for the fall term, 1990.

Thank you.

Sincerely,

Your name typed under your signature

To inquire whether the department you plan to major in at college has scholarships for which you may qualify: (Some departments in college prefer to award their own scholarships rather than having them awarded by the Financial Aid Office.)

Your street address
City, state, zip code
Date

Dean, Department of (Music, Drama, Engineering, etc.)
Name of College
College address
City, state, zip code

Dear Sir:

I plan to apply for financial aid through the regular financial aid application procedure described by the (college) Financial Aid Office. I understand, however, that some departments at the college level make direct awards in certain fields.

I am inquiring as to the availability of scholarships that I might be able to apply for directly through the Department of (Music, Drama, Engineering, etc.) for the 1990-91 school year.

My (music, drama, etc.) background is as follows: (detail your background here)
If you have scholarships that I might be able to apply for directly through the Department of (Music, Drama, Engineering, etc.) I would appreciate receiving the necessary materials, procedures, and deadline dates.

Thank you.

Sincerely,

Your name typed under your signature

(Published by The College Board, New York, New York, Spring 1986)

Student Group Issues Guidelines on Financial Aid Search Companies

The College Scholarship Service (CSS) Student Advisory Committee has issued a set of guidelines for students who are considering using the services of a financial aid computer search company, which offers for a fee to match students with sources of financial aid.

The guidelines suggest that, before using such services, students and their parents should try to establish the credibility of the computer search operation.

"Many of the companies claim to locate otherwise untapped educational dollars," said Hedy Chang, chair of the Student Advisory Committee and a senior at Occidental College in California. "But at least two major studies have suggested that commercial computer search services may be ineffective."

Some Important Questions

Ms. Chang said that her committee devised a series of questions that students should consider, but warned that positive answers to the questions would not guarantee that a student would actually receive any funds.

The student guidelines, which have been distributed to directors of guidance and financial aid administrators nationwide, include the following questions for student consideration:

- If the company suggests that large amounts of aid currently are not being used, how does it document the statement?
- How many financial aid sources exist in the company's computer file? Does the company maintain its own file of sources, or does it use the file of some other company or service?
- Is there a minimum number of sources provided by the company? Are the listings in the form of scholarships, work, loans, or contests? Do they include federal and state programs for which the student will be considered through the regular financial aid application process?
- How often does the company update its list of aid sources? Does the company check to confirm that the source still exists, and that data concerning application deadlines and eligibility criteria are current?
- Can the student apply directly to the aid resources provided by the company, or must he or she be recommended for consideration by some other person or group? Are there application fees for the sources provided?
- How long will the student have to wait for the information? Will the list of aid sources be received before application deadlines?
- What characteristics are used to match students with aid sources?
- How successful have previous participants been in obtaining funds from aid sources identified by the company?
- Will the company refund the program fee if aid sources are incorrectly matched with the student's qualifications, if aid sources no longer exist or fail to reply to the student, or if application deadlines for aid sources have already passed when the information is received?

"The feedback we've received on the guidelines so far has been positive," said Ms. Chang. "High school counselors are using the questions with their students and some admissions officers are distributing them at high school college nights."

Other Recommendations

In addition to the guidelines, the CSS student committee also suggested a list of publications that list sources of financial aid.

"Students should also be aware that their high school guidance office, local library, and college financial aid office and academic departments are excellent resources through which they can conduct searches for sources of financial aid at no cost," said Ms. Chang.

Other members of the CSS Student Advisory Committee for 1985-86 are Robin Dow, vice-chair, University of Pennsylvania; Betsy Bernier, Old Dominion University; Dorothy Downey, Cleveland State University; Michael Esquibel, Santa Fe High School; Donald Migliori, Brown University; Shawn Pleasants, Yale University; Bruce Thorpe, University of Minnesota; and Kimberly Wolod, University of Maryland.

Established in 1974, the CSS student committee represents both the secondary and postsecondary level and is charged with providing CSS with "information and evaluation of CSS student aid procedures, practices, and principles." The committee identifies issues, reviews publications and services, and makes recommendations for improvements in CSS programs and activities.

Notes. . .

A Step Beyond. . .

Testing

Why Testing?

Most colleges require incoming freshmen to take either The American College Test (ACT) or the Scholastic Aptitude Test (SAT). Check in the Guidance office or write to the schools under consideration to see which college entrance test is required. This information will be found in the college's catalog.

Pick up a registration form in the Guidance Center for either the ACT or the SAT. The ACT is required for Kansas and most Midwestern colleges while the SAT is required by many out-of-state colleges and universities. Any graduate of an accredited high school will be accepted into any state college in Kansas regardless of ACT scores, but the test is required for all incoming freshmen.

Complete the registration form and follow the instruction booklet carefully. Choose the date to take the test; ACT recommends taking the test late in the junior year, during the following summer, or early in the senior year. Observe the registration deadlines.

Some colleges require Achievement Tests (administered by the College Board). The SAT and the Achievement Tests cannot be scheduled on the same date.

To complete the registration form correctly, the school's code number is required for both the ACT and the SAT. (See the last page in this book for that number). A Social Security number is also needed for identification purposes. If the school under consideration requires only the ACT, the SAT need not be scheduled at all. Sometimes students apply to colleges and/or scholarship agencies outside Kansas and, as a result, take both tests. The test results must be sent to the colleges under consideration before the applicant is admitted.

All colleges require an application for admission which may be obtained by writing to the college's admissions director. In some cases, the Guidance Center will also have these applications.

Often the ACT and SAT are used for scholarship selection as well as for admission and guidance purposes. Several scholarship agencies may also be designated to receive test scores. Scores from either test may be mailed automatically to three colleges and/or scholarship agencies for the initial fee. For an additional fee, more scores will be sent to colleges or scholarship agencies as directed. Additional *Score Report Forms* are available if test scores need to be sent to additional colleges or scholarship agencies later in the year. **In order to be eligible for many financial aid programs, it is essential to take the test on the first or second test date listed below.** The importance to college admissions offices of the examinations described in this section vary with the colleges. A determination about how much weight they carry to a particular college's admissions standards is usually indicated in the college's catalog.

NCAA eligibility regulations to practice and play as a freshman at an NCAA Division I or II college require the student athlete to satisfy the requirements of NCAA bylaws 5-1(J), commonly known as Proposition 48. Test score minimum requirements are 700 on the SAT (combined score) and 15 on the ACT (composite score). Anyone who plans to participate in a sport in college will need to consider taking one of these tests.

Testing Calendar 1989-1990

ACT — American College Test

Date Test Given	Registration Deadline	Late Registration Deadline*
Oct. 28	Sept. 29	Oct. 16
Dec. 9	Nov. 10	Nov. 27
Feb. 10	Jan. 12	Jan. 29
April 7	March 9	March 26
June 9	May 11	May 25

SAT — Scholastic Aptitude Test

Date Test Given	Registration Deadline	Late Registration Deadline*
Nov. 4	Sept. 29	Oct. 11
Dec. 2	Oct. 27	Nov. 8
Jan. 27	Dec. 22	Jan. 3
March 3	Jan. 26	Feb.7
May 5	March 30	April 11
June 2	April 27	May 9

*Extra or late fee of $15 is charged in addition to the $13.50.

American College Testing (ACT)

The ACT is used primarily by colleges in the Midwest and parts of the South. In the past few years, however, many more colleges and universities have used the ACT scores in admission procedures. The ACT assessment contains four tests which measure academic abilities or academic development in the areas of English, mathematics, reading, and science reasoning.

The ACT is a multiple-choice test and is scored from 0 (low) to 36 (high) in each category. In addition, a composite average score of the four sub-scores is determined. The ACT is usually scheduled at the end of the junior year and/ or the beginning of the senior year.

The ACT Assessment Student Registration packet consisting of the application, registration form and the descriptive instructional booklet can be obtained at the Guidance Center. The ACT registration should be completed by the student and mailed to Iowa City, Iowa, at least one month before the test date. (See the Testing Calendar) The fee for this test is $11.50 and must be sent with the registration. Late registration is available, but the registration fee increases substantially.

The ACT assessment being administered in 1989-90 will include some changes from those used in previous years.

Scholastic Aptitude Test (SAT)

The SAT is a requirement for admissions to many colleges and scholarship programs. The test is a three-hour objective test. The verbal sections measure ability to understand what is read, the breadth and depth of vocabulary, and capacity for grasping relationships, words and ideas. The mathematical questions in the SAT are designed to measure fundamental quantitative abilities. The SAT is scored on a 200 (low) to 800 (high) basis for each part of the test.

The SAT also includes a half-hour short-answer test of Standard Written English (TSWE). The score on this test will be reported separately from the verbal and math scores. The TSWE score is used for placement and is usually not an admissions statistic.

Registration for this test is directly with the College Board, Princeton, New Jersey. The Bulletin of Information and registration forms are available in the Guidance Center. Fee for this test is $13.50 and must be sent in with the registration. Be sure to note registration deadlines; late registration or walk-in registration substantially increases the testing fee. Additional information about each person is collected through a questionnaire which is included with the registration form. This Student Descriptive Questionnaire is listed in the Bulletin of Information. Completing any or all of the questionnaire is optional and will not affect scores or application, but many colleges utilize this material in compiling various statistics. Remember to list your correct Social Security number; it is essential for identification purposes.

Achievement Tests (ACH)

Achievement tests are one-hour examinations designed to assess what has been learned in a subject and thus provide one indication of preparation for college study. The majority of colleges that participate in this program, usually schools requiring the SAT, use the scores for placement, especially for placing first-year students in English, mathematics, and foreign language courses. The tests are often completed at the end of the junior year and also as particular classes are completed (ie., biology, Grade 10; chemistry, Grade 11; Physics, Grade 12), or at the conclusion of a language sequence. Achievement tests are scored on the same 200-to-800 basis as the SAT. Check with the Guidance Center to set up times for taking these tests. The more competitive colleges require up to three achievement exams. Again, check, the catalogs.

College Level Examination Program (CLEP)

CLEP is a national program of credit by examination that offers the opportunity to obtain recognition for college-level achievement. Whenever or however someone has learned, anyone can take CLEP tests; if the results are acceptable to the college, the student can receive credit. See a counselor for more information. CLEP tests at The Wichita State University are scheduled Thursday of the third week of each month except December and February. Apply early. A $35 fee is required for each test.

Armed Services Vocational Aptitude Battery (ASVAB)

People who are interested in knowing more about how well they would do in the military are encouraged to take the ASVAB. The ASVAB consists of several separate tests: academic ability, verbal, mathematics, mechanical and crafts, business and clerical, electronics and electrical, health, social, and technology. Contact a counselor for more information on taking the ASVAB.

Achievement Testing — College Entrance Board Achievement Tests are scheduled on the same dates as the SAT, usually in the afternoons. Registration deadlines are the same. Remember that only one test can be scheduled per day. Check the college catalog to see what tests, if any, are needed.

Special Circumstances and Additional Information

The Student Bulletin about the SAT and "Taking the ACT Assessment" answer most questions about the SAT, Achievement Tests and the ACT. Each provides specific instructions about how to complete the registration forms. They will also provide information about the following topics:

- Fee waivers for students who cannot afford the test fee
- Walk-in registration (only for SAT and Achievements)
- Changing test centers
- Changing test dates
- Special testing arrangements for handicapped students
- What to do if the admissions ticket is lost.
- Questions for the Student Descriptive Questionnaire (SAT) and for the Interest and Student Profile Section (ACT).
- Questions or problems not answered in the bulletins can often be answered by a counselor; if not, call or write:

College Board ATP (SAT)
Box 592
Princeton, New Jersey 08541
(609) 833-8500

ACT Registration
Post Office Box 414
Iowa City, Iowa 52243
(319) 337-1270

The secondary School Code Number for all tests (PSAT, SAT, ACH, and ACT) is the same. Each high school has an assigned code number for all tests. See the last page in this publication for that information

Testing Tips

(or how to make the most of a testing day)

Know what to expect on the test day. Familiarize yourself with the information in the ACT Preparation Bulletin and/or the SAT Preparation Bulletin which are available in the counselor's office along with registration packets. Review the sample test items in these booklets in order to be comfortable with the format of the test on testing day.

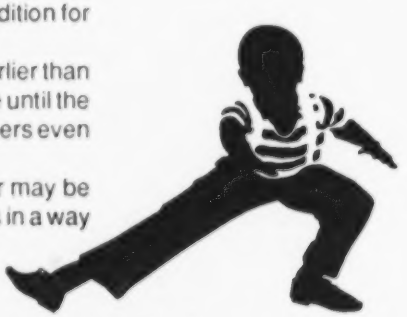
Prepare well in advance for the test. Do not leave preparation until the last minute. Review sessions are often offered by the school or individuals or groups. Students may review on their own by looking over notes and chapter reviews.

Computer programs that aid in reviewing for the ACT and the SAT are available and may be checked out of the counseling center. Do not cram at the last minute. This usually leads to confusion and a tired test taker.

Get plenty of rest the night before the test in order to be in good physical condition for taking the test.

Plan to arrive promptly at the appointed time for the test session. Arriving earlier than 15 minutes before the test is to begin will probably require waiting outside until the testing personnel have completed their arrangements. This gives test takers even more time to become nervous.

Dress comfortably. Because of energy conservation measures, the test center may be considerably warmer or cooler on weekends than during the week. Dress in a way that will allow comfort in a variety of temperatures.



Bring the following items to the testing center on test day:

Photo Identification. Anyone who does not have an ID issued by school, state/federal government, or employer on which both name and current photograph appear should ask a counselor or another school official for a letter of identification. This letter must include the full name and physical description of the person being identified and must be written on school letterhead. The letter must be signed by the student in the presence of the counselor or school official and that official must also sign the letter. The student will be asked to sign the letter again on test day in the presence of testing staff. Anyone who does not bring acceptable identification will not be allowed to take the test.

The test center admission ticket or mailgram. This is the notice from the appropriate test organization acknowledging that it has received the registration and has properly enrolled you to take the test.

At least three sharpened soft-lead (No. 2) pencils with erasers.

A wristwatch for pacing during the test. Do not bring a watch that has a calculator or alarm function. Calculators are not allowed in the testing room and no one will be allowed to set an alarm because it will disturb other students. The official time for each test will be clocked by the supervisor.

Advanced Placement Tests (AP)

This testing program is designed for those students who have completed college-level AP courses in high school. AP tests are available in specific subject areas listed below. Advanced Placement tests are used to determine whether or not an individual may gain advanced standing in college.

Interested students should contact a counselor during registration to allow for proper planning of these courses and testing in the schedule. Fee for Advanced Placement tests is $56 for each test.

Advanced Placement Testing Schedule — 1990

Date	Morning Session	Afternoon Session
May 7	Spanish Language	Latin
May 8	French Language	Vergil/Catullus-Horace
		Computer Science:
		Computer Science A
		Computer Science AB
May 9	German Language	Government and Politics
		United States
		Comparative
May 10	Economics:	Spanish Literature
	Microeconomics	
	Macroeconomics	
May 11	Mathematics:	Music Theory
	Calculus AB	
	Calculus BC	
May 14	United States History	European History
May 15	Biology	French Literature
May 16	English:	Music Listening and Literature
	Language and Composion	
	Literature and Composition	
May 17	Physics	History of Art
	Physics B	
	Physics C	
May 18	Chemistry	Studio Art
		(Portfolios due)

Suggested starting times are 8 a.m. and 1 p.m.

Notes. . .

A Step Beyond. . .

Glossary

Glossary of Terms

Accreditation - a stamp of approval awarded to those high schools and colleges that have undergone both a rigorous self-study and a formal visitation by professional colleagues. Schools in Kansas are accredited by the North Central Association of Colleges and Secondary Schools.

Achievement Tests (ACH) - one-hour tests administered by the College Entrance Examination Board to measure the level of achievement in various academic subjects. They are used for both placement in and/or exemption from a specified course.

Advanced Placement (AP) - granting of credit and/or assignment to an advanced placement course on the basis of an examination.

American College Testing Program (ACT) - an organization that administers an aptitude examination known as the American College Test. It consists of a battery of four tests that measure academic abilities or academic development in areas of English, Mathematics, Reading, and Science Reasoning.

Armed Services Vocational Aptitude Battery - ASVAB - Test used by military to determine eligibility for enlistment and military job placement. A measurement of vocational aptitude for non-military jobs is also provided.

Articulation - an agreement by two schools to assure the transfer of credit from one institution to another. This is particularly important for anyone who anticipates transferring from a community college to a four-year institution.

Associate degree - a degree awarded for the completion of a two-year program.

Bachelor's degree - a degree awarded for the completion of a four-year college program; for some majors, an additional year is required.

Class Rank - the numerical ranking of students in comparison with other members of their class.

College Entrance Examination Board (CEEB) - a non-profit organization that provides both need analysis and college testing programs for its member colleges.

College hour - the amount of credit granted to a student for approximately one hour's attendance per week per semester; e.g., to earn three hours' credit in calculus, a student attends class for approximately three hours per week.

College Level Examination Program (CLEP) - a program which offers college credit to applicants who have acquired knowledge and skills in non-traditional ways.

College Scholarship Service (CSS) - a program of the College Entrance Examination Board which provides for its member colleges a uniform plan of analyzing a student's financial need. (See financial aid form)

College Work-Study Program (CWS) - a federally funded program whereby students who have demonstrated financial need can work for 15 to 20 hours per week.

Early admissions - the practice of some colleges that admit students who have not completed their high school program but who have demonstrated exceptional ability.

Early Decision - a plan offered to well-qualified applicants who are definitely committed to a college and who wish to be notified of their acceptance or rejection by December 1.

Family Financial Statement (FFS) - a statement of the financial situation of an applicant's family that is seeking aid. After the analysis to determine the need, ACT forwards to colleges designated by the student an estimated amount which the family is expected to contribute to their child's education. (Usually for schools requesting ACT results)

Financial Aid Form (FAF) - a financial statement of an applicant's family which is seeking aid. After the analysis to determine need, the College Scholarship Service forwards to designated colleges an estimated amount which the family is expected to contribute to the child's education. (Usually for schools requesting SAT results)

Futures Fair (formerly referred to as College Night) - gives students access to a large number of representatives from colleges and universities in one location. The next Futures Fair will be Wednesday, November 8, 1989 at Century II.

Grade Point Average (GPA) - a numerical evaluation of a student's overall academic achievement in grades 9 through 12. The GPA used by USD 259 is based on a four-point scale. 4.0 designates an A average; 3.0, B average; 2.0, a C average; and 1.0, a D average.

Guidance Information System (GIS) - a computerized system available in each of the Wichita high schools. It provides current information relative to occupations, colleges, and sources of financial aid.

Higher Education Loan Program of Kansas (HELP) - a program which provides loans to students who have been denied loans by private lending institutions such as banks, savings and loan associations and credit unions.

Liberal Arts - a program of studies that provides a broad, general education. Its emphasis is fostering critical thinking, communication skills, and exposure to diverse academic areas.

Master's degree - a degree awarded for the completion of additional college work beyond the bachelor's degree.

Merit-based aid - scholarships awarded on student's proven talents; ie, academics, sports, etc.

Need-based aid - a student financial aid award based on the need of the student and family as determined by the Family Financial Statement (FFS) or the Family Aid Form (FAF)

Open Admissions - an admissions policy of accepting students without regard to the usual criteria of rank, grade-point average, test scores, etc. The state-supported schools of Kansas adhere to this policy.

Parent Loans for Undergraduate Students (PLUS) - an auxiliary program that provides loans to parents of undergraduate dependent students — regardless of the family's total income.

Pell Grant - a federally funded program that provides non-repayable financial aid for undergraduate students who can demonstrate exceptional need.

Perkins National Direct Student Loan Program (PNDSL) - a federally funded program which provides low-cost loans for both undergraduates and graduate students. Repayment of principal and interest need not begin until after the completion of the borrower's education.

Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) - a shorter version of the Scholastic Aptitude Test administered within the District once a year in October to juniors. It serves both as a counseling tool and as a qualifying test for National Merit Scholarships.

Reserve Officers Training Corps - ROTC - A college program in which a person can complete requirements for commission as a military officer in one of the service branches while completing a bachelor's degree.

Scholastic Aptitude Test (SAT) - a multiple choice test administered by the College Entrance Examination Board. It attempts to measure a student's proficiency in both Math and Verbal areas as well as skills in composition.

Supplemental Educational Opportunity Grant (SEOG) - a federally funded program which is administered by colleges and which provides financial aid for students who have demonstrated need.

Supplemental Loans for Students (SLS) - a loan program that provides for both independent undergraduate and graduate students to borrow on their own behalf.

Supplemental Loans for Students and Parents (SLSP) - an auxiliary program which provides loans for parents of dependent students regardless of the family's total income (PLUS) and which provides for both independent undergraduate and graduate students to borrow on their own behalf (SLS).

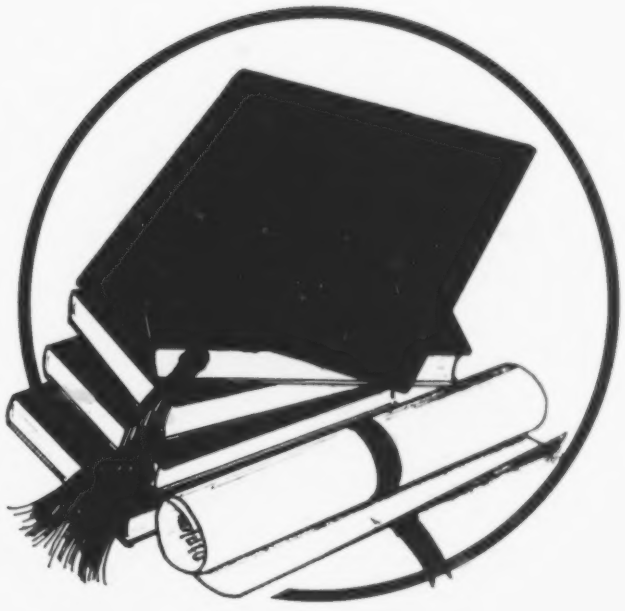
Test of Standard Written English (TSWE) - a multiple-choice test included as a part of the SAT. Its purpose is to evaluate a student's ability to use standard written English.

Transcript - a computerized record of all courses attempted and completed by a student in grades 9 through 12; includes such items as semester grades, test scores, rank in class, and grade-point average.

Tuition - the cost of instruction at a college or university. If the cost of tuition is $100 per credit hour and if the student enrolls for 16 hours, the total cost of tuition is $1,600.

A Step Beyond. . .

Calendar



Calendar 1989-1990

August

- submit form for early graduation, if midterm graduation is desired
- make sure senior schedule will meet graduation requirements

Memo

September

29 - ACT Registration deadline for October 28 test date
29 -SAT Registration deadline for November 4 test date
- request catalogs, applications and financial aid information from colleges you're interest in
- if interested in military academies and ROTC scholarships, start application process now

Memo

October

11 - SAT Late Registration deadline for November 4 test date
16 - ACT Late Registration deadline for October 28 test date
27 - SAT Registration opens for December 2 test date
28 - ACT Test Date
- check scholarship deadlines
- submit applications for selective colleges
- watch for announcements of college representatives visiting your school. Arrange to attend a session with those from the college in which you are interested

Memo

November

1 - submit early-decision college applications
4 - SAT Test Date
4 - SAT and CEEB Achievement Test
8 - SAT Late Registration for December 2 test date
11 - Futures Fair at Century II
10 - ACT Registration deadline for December 9 test date
27 - ACT Late Registration for December 9 test date

Memo

December

2 - SAT Test Date
2 - SAT and CEEB Achievement Test
9 - ACT Test Date
22 - SAT Registration deadline for January 27 test date
- Check application deadlines for selective colleges and scholarships
- Plan to attend college financial aid sessions which will be conducted at your school. Listen for announcements or ask your counselor when the session has been scheduled.
- Begin completing college applications. Ask teachers for recommendations, start formulating your personal essays, find out deadlines for admission and financial aid applications (beware: these differ from college to college), and get appropriate financial aid and scholarship application forms.

Memo

January

3 - SAT Late Registration deadline for January 27 test date
12 - ACT Late Registration deadline for February 10 test date
15 - In order to be eligible for the Distinguished Scholarship Competition, the application to The Wichita State University needs to be in by this date.
26 - SAT Registration deadline for March 31 test date
27 - SAT Test Date
27 - SAT and CEEB Achievement Test
29 - ACT Late Registration deadline for Feb 10 test date
- Estimate college costs and your family's financial needs. Collect information on family income for financial aid forms (get these from the guidance counselor's office)
- Apply to state college or college of choice by the end of first semester
- Now is the time to be especially aware of announcements pertaining to scholarships and other forms of financial aid

Memo

February

7 - SAT Late Registration deadline for March 31 test date
10 - ACT Test Date
- The Wichita State University Distinguished Scholarship Competition this month
- check with college of choice for financial aid deadline

Memo

March

9 - ACT Registration deadline for April 7 test date
26 - ACT Late Registration deadline for April 7 test date
30 - SAT Registration deadline for May 5 test date
31 - SAT Test Date
31 - SAT and CEEB Achievement Test
- application deadline for the University of Kansas is April 1; apply now!
- This month is the time set for application deadlines for many colleges and scholarships. Again, you are cautioned to keep current on the deadlines you must meet.

Memo

April

7 - ACT Test Date
11 - SAT Late Registration deadline for May 5 test date
15 - notices of acceptance or rejection from colleges usually arrive by this date
27 - SAT Registration deadline for June 2 test date
- notify the senior counselor of any scholarships received so these can be included on the commencement program

Memo

May

1 - inform colleges (in writing) whether you will or will not attend by this date
5 - SAT Test Date
5 - SAT and CEEB Achievement Test
7 through 18 - Advanced Placement Testing (see "Why Testing?" section for exact dates)
9 - SAT Late Registration deadline for June 2 test date
11 - ACT Registration deadline for June 9 test date
25 - ACT Late Registration deadline for June 9 test date
- start to make job applications or sending application letters for jobs

Memo

June

2 - SAT Test Date
2 - SAT and CEEB Achievement Tests
9 - ACT Test Date

Memo

Special Reminders!

Notes. . .

Counselor _____

Phone Number _____

School Code: _____

Occupational Specialist _____

Room _____

Phone _____

Other Phone Numbers:

Friends University	261-5842 (Admissions) 261-5887 (Financial Aid)
Kansas Newman College	942-4291 Extension 123 (Admissions) Extension 103 (Financial Aid)
The Wichita State University	689-3085 (Admissions) 689-3430 (Financial Aid)
Job Service Center	262-6045
Wichita Area Vocational Technical School	833-2400 (VTC) 833-4390 (CVB)